This supersedes and rescinds all previous versions of this document.

Approved: ___________________________ Date: 11/23/2016

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Office of the President
The University of Texas at Austin

Approved: ___________________________ Date: 12/16/2014

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Letter of Promulgation

The University of Texas at Austin is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, the associate vice president for Campus Safety and Security has developed the *Emergency Management Plan*. With this plan, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community’s response to and recovery from their inevitable occurrence.

We can best prepare to meet the enormous challenges emergencies present by working together. Thus, The University of Texas at Austin expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery. As such, the *Emergency Management Plan* includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. The plan also requires departments to designate emergency coordinators who will have the authority to make modifications in emergency procedures and commit resources to emergency preparedness as necessary.

The *Emergency Management Plan* is designed to help university employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by university employees, thereby minimizing danger to our campus.

Every member of The University of Texas at Austin community should understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff, and visitors should an emergency arise.

Thank you,

Gregory L. Fenves  
President  
The University of Texas at Austin
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<th>Date Entered</th>
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<td>David Cronk</td>
<td>December 09, 2013</td>
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<tr>
<td>New Incident Based Goals and Objectives</td>
<td>David Cronk</td>
<td>December 09, 2013</td>
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<tr>
<td>Updated Plan Maps</td>
<td>David Cronk</td>
<td>December 10, 2015</td>
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<tr>
<td>Updated Support Team Members</td>
<td>Jonathan Robb</td>
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A. AUTHORITY

1. Federal
   - Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC § 5121
   - Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
   - Emergency Management and Assistance, 44 CFR
   - Homeland Security Act 2002
   - National Incident Management System
   - National Response Framework
   - Nuclear/Radiological Incident Annex of the National Response Plan

2. State of Texas
   - Government Code, Chapter 418 (Emergency Management)
   - Government Code, Chapter 421 (Homeland Security)
   - Government Code, Chapter 433 (State of Emergency)
   - Government Code, Chapter 791 (Inter-local Cooperation Contracts)
   - Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
   - Executive Order of the Government Relating to Emergency Management
   - Executive Order of the Government Relating to the National Incident Management System
   - Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
   - The Texas Homeland Security Strategic Plan, 2015-2020

3. Local
   - Inter-local Agreements & Contracts
   - Inter-agency participation and training

B. PLAN REVIEW

The Emergency Management Plan will be reviewed annually and will be updated and revised as appropriate.
Interim revisions will be made when one of the following occurs:

- A change in university site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan Emergency Management Plan
- A material change in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes deemed significant

Plan changes, updates, and revisions are the responsibility of the Associate Vice President for Campus Safety & Security who will ensure that any plan changes are distributed accordingly.

C. CONCEPT OF OPERATIONS

The University of Texas at Austin Emergency Management Plan is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the university. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate focus on response operations and an early transition to recovery operations.

The Emergency Management Plan is an “all-hazards” document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard-specific annexes.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worse-case scenario and provides for the critical functions and roles of the university during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

The planning in this manual is based on the Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities. It also stems from State of Texas Emergency Planning Guidance, the National Incident Management System (NIMS), and various U.S. Department of Homeland Security Presidential Decision Directives. Accordingly, this manual’s approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response, and recovery each contain a
critical university procedure for emergencies. This provides for a smooth
transition to restoring normal services and implementing recovery programs.

While the *Emergency Management Plan* can be used as a reference for
integrating internal plans into the university’s strategic operational plans, it does
not replace departments’ responsibilities to develop and test their own
emergency plans. With this in mind, departments can use this manual as a model
to help determine the relationships, responsibilities, and general guidelines to
establish in their detailed “quick action” emergency guides. Likewise,
departments can use this guide as a reference in creating emergency-related
checklists, departmental plans, standard operating procedures, general orders,
and field plans

D. EXPLANATION OF TERMS

**Incident Command System (ICS):** Defines the operating characteristics,
management components, and structure of emergency management
organizations throughout the life cycle of an incident.

**Multi-agency Coordination Systems:** Defines the operating characteristics,
management components, and organizational structure of supporting entities.

**Public Information System:** Includes the processes, procedures, and
systems for communicating timely and accurate information to the public during
emergency situations.

**University Emergency Command and Operations System:** Certain
incidents may require activation of the President’s Core Crisis Management
team. This group of university officials will meet at a designated Emergency
Command Center (ECC), Stark Library by default, and exercise command and
control of the university during an incident. Several Emergency Operations
Centers (EOCs) may be established during an emergency. These EOCs are
special facilities that will allow university officials to direct and coordinate
necessary resources and personnel. EOCs include: Trinity Parking Garage
(TRG), Facilities Services Building (FC1), Flawn Academic Center (FAC), Utilities
(PPE), and Police Department (UPB).

**Emergency Public Information (EPI):** Information that is disseminated to
the public via the news media before, during, and/or after an emergency or
disaster.

**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.

**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.
Inter-local Agreements: Arrangements between The University of Texas at Austin and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is also commonly referred to as a mutual aid agreement.

Standard Operating Procedures (SOP): Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Emergency Situation: As used in this plan, this term is intended to describe a range of situations, from a minor emergency to a major disaster. It includes the following:

- **Level 1 Emergency**: A minor emergency situation that is limited in scope and potential effects, which involve:
  - A limited area and/or limited population
  - An evacuation or in-place sheltering, typically limited to the immediate area of the incident
  - The provision of warnings and public instructions in the immediate area, not university-wide
  - Incident management by one or two local response agencies or departments acting under IC, with requests for resource support being handled through agency and/or departmental channels
  - The limited external assistance from other local response agencies or contractors

- **Level 2 Emergency**: A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:
  - A large area, significant population, or important facilities
  - The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
  - University-wide warning and public instructions
  - A multi-agency response operating under IC
  - External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies
  - Activation of the ECC and one of the EOCs to provide general guidance and direction, coordinate external support, and provide resource support for the incident

- **Level 3 Emergency**: A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the university and local government to handle with its organic resources. A Level 3 Emergency involves:
  - A large area, sizable population, and/or important facilities
  - The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
- Community-wide warning and public instructions
- Response by multiple local response agencies operating under one or more ICs
- Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
- Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
## E. ACRONYMS

<table>
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>ARC</td>
<td>American Red Cross</td>
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<tr>
<td>AVP</td>
<td>Associate Vice President</td>
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<td>AVPCS&amp;S</td>
<td>Associate Vice President for Campus Safety &amp; Security</td>
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<td>AVPHRS</td>
<td>Associate Vice President for Human Resources</td>
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<td>BAT</td>
<td>Behavior Assessment Team</td>
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<td>BEM</td>
<td>Building Emergency Manager</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear, Explosive</td>
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<tr>
<td>CCMT</td>
<td>Core Crisis Management Team</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CMHC</td>
<td>Counseling and Mental Health Center</td>
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<td>CIRT</td>
<td>Critical Incident Response Team</td>
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<td>DOEP</td>
<td>Director of Emergency Preparedness</td>
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<td>ECC</td>
<td>Emergency Command Center</td>
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<td>EHS</td>
<td>Environmental Health &amp; Safety</td>
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<td>EMC</td>
<td>Emergency Management Coordinator</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EPI</td>
<td>Emergency Public Information</td>
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<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<td>FEC</td>
<td>Floor Evacuation Coordinators</td>
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<td>FSFM</td>
<td>Facilities Services and Facilities Maintenance</td>
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<td>FEMA</td>
<td>Federal Emergency Management Administration</td>
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<td>FRERP</td>
<td>Federal Radiological Emergency Response Plan</td>
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<td>HAZMAT</td>
<td>Hazardous Material</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>IC/QI</td>
<td>Incident Commander/Qualified Individual</td>
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<td>ICP</td>
<td>Incident Command Post</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>ICT</td>
<td>Incident Command Team</td>
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<td>LEPC</td>
<td>Local Emergency Planning Committee</td>
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<td>LLEA</td>
<td>Local Law Enforcement Agency</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NRC</td>
<td>National Response Center</td>
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<td>NRT</td>
<td>National Response Team</td>
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<td>NWS</td>
<td>National Weather Service</td>
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<td>OSHA</td>
<td>Occupational Health and Safety Administration</td>
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<td>OSIC</td>
<td>On-scene Incident Commander</td>
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<td>PCCMT</td>
<td>President’s Core Crisis Management Team</td>
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<td>PIO</td>
<td>Public Information Officer</td>
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<td>PRC</td>
<td>J. J. Pickle Research Campus</td>
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<td>QI</td>
<td>Qualified Individual</td>
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<td>RACES</td>
<td>Radio Amateur Civil Emergency Service</td>
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<td>RRT</td>
<td>Regional Response Team (Federal)</td>
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<td>SA</td>
<td>The Salvation Army</td>
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<td>SERC</td>
<td>State Emergency Response Center</td>
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<td>SOPs</td>
<td>Standard Operating Procedures</td>
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<td>State On-scene Coordinator</td>
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<td>TAT</td>
<td>Threat Assessment Team</td>
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<tr>
<td>UHS</td>
<td>University Health Services</td>
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<tr>
<td>UTPD</td>
<td>University of Texas Police Department</td>
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<tr>
<td>VPLA</td>
<td>Vice President for Legal Affairs</td>
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F. PLAN ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the potential worst-case conditions.

For the university, severe weather hazards pose the most probable threat of emergency conditions. Using the severe weather model, the following planning assumptions were incorporated into this plan:

1. Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.

2. Regional and local services may not be available.

3. Major roads, overpasses, bridges, and local streets may be damaged.

4. Buildings and structures, including homes, may be damaged.

5. Damage may cause injuries and displacement of people.

6. Normal suppliers may not be able to deliver materials.

7. Contact with families and households of the university community may be interrupted.

8. People may become stranded at the university, and conditions may be unsafe to travel off campus.

9. Emergency conditions that affect campus will likely affect the surrounding community, including the city of Austin and Travis County proper.

10. The university will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the campus ECC/EOC while emergency conditions exist.

11. Communication and exchange of information will be one of the highest priority operations for the campus ECC/EOC.
G. PLAN OBJECTIVES

1. Organization
This plan will:

- Provide guidelines for the most critical functions during an emergency response
- Provide an easy-to-follow format in which users can quickly determine their roles, responsibilities, and primary tasks
- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all entities have access to the emergency response process and know what is occurring at the university

2. Communications and Information Management
This plan will:

- Serve as the central point of communications both for receipt and transmission of urgent information and messages
- Serve as the official point of contact for the university during emergencies when normal channels are interrupted
- Provide 24-hour, comprehensive communication services for voice, data and operational systems
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis
- Provide a basis for training staff and organizations in emergency response management

3. Decision Making
This plan will serve as a reference for:

- Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process

4. Response Operations
This plan will provide guidelines for:

- Utilizing university resources to implement a comprehensive and efficient emergency management response team
- Continuously preparing a pro-active emergency response management action plan, for the possibilities and eventualities of emerging incidents

5. Recovery Operations
This plan will supply guidelines for:

- Transitioning response operations over to normal management processes as able
- Supporting business resumption plans and processes, as needed, during restoration phases
- Providing documentation and information support to the FEMA disaster assistance program
H. ACTIVITIES BY PHASE OF EMERGENCY MANAGEMENT

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

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

2. Preparedness
   Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone’s responsibility. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:
   - Providing emergency equipment and facilities
   - Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs
   - Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
   - Conducting periodic drills and exercises to test emergency plans and training

3. Response
   The University of Texas at Austin will respond to emergency situations 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 a situation while minimizing casualties and property damage. Response activities include: warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, EPI, search and rescue, as well as other associated functions.

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

I. LEVELS OF RESPONSE

The university classifies responses using a three-level system, according to increasing severity. The severity of an incident will be identified by the incident commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and university property, as well as the ability of the university to handle the incident.

Level 1:

Level 1 incidents/events are the least severe of the three levels of emergencies. Normal university response services will be able to deal without activation of an EOC. The incident may result in minor injury to members of the campus community and minor damage to university facilities, and will affect a single localized area of the campus.

Level 2:

Level 2 incidents/events require activation of one or more EOCs, with the possibility of activating the ECC. Coordination between several campus agencies will be required for an effective response to the incident. The incident may result in major damage to university facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the university campus.

Level 3:

Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ECC. A Level 3 incident may result in major damage to several university facilities, mass casualties and severe injury to members of the campus community. The incident will not be localized to a single area and will affect the entire university campus. The university may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.

NOTE: Please reference page 7 for explanation of the classifications of emergency situations. As noted, an emergency situation is used to describe a range of circumstances from a minor emergency to a major disaster.
J. STATE OF READINESS CONDITIONS

Many emergencies involve a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. These states are called readiness conditions, and consist of a four-tier system. Levels of readiness conditions will be recommended to the University President for her/his decision by the Senior Vice President and CFO, the Associate Vice President for Campus Safety & Security, and/or the Chief of UTPD.

General actions to be taken for each readiness condition are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

The following readiness conditions will be used as a means of increasing the university’s alertness and emergency preparedness:

**Condition 1 — Normal Conditions**

- Emergency events occur and local officials are notified. One or more department or agency responds to handle the incident, and an ICP may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- The normal operations of government are not affected.

**Condition 2 — Increased Readiness**

- Increased readiness refers to a situation that presents a greater potential threat than “Condition 1,” but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
  - Tropical Weather Threat: indicates that a tropical weather system has developed that has the potential to impact the local area. Readiness actions may include monitoring the situation regularly, reviewing plans and resource status, determining staff availability, and placing personnel on call.
  - Tornado/Severe Thunderstorm Watch: as issued by the NWS, indicates the possibility of tornadoes and/or severe thunderstorm development. Readiness actions may include increasing situation monitoring and placing selected staff on alert.
  - Flash Flood Watch: indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increasing situation monitoring, conducting reconnaissance of known trouble spots, and deploying warning signs/alerts.
  - Wildfire Threat: during periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 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.

- Declaration of “Condition 2” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

**Condition 3 — High Readiness**

- High readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service, such as:
  - Tropical Weather Threat: a tropical weather system may impact the local area within 72 hours. Readiness actions may include conducting continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
  - Tornado/Severe Thunderstorm Warning: as issued by the NWS, when a tornado and/or a severe thunderstorm has been sighted/reported in the area or indicated by weather radar and is imminent or occurring in the warning area. Readiness actions may include activating the EOC, conducting continuous situation monitoring, and notifying the public about the warning.
  - Flash Flood Warning: issued to alert persons when flash flooding is imminent or occurring on certain streams or designated areas, indicating immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, opening shelters to house evacuees, and conducting continuous situation monitoring.
  - 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 conducting continuous situation monitoring.
  - Mass Gathering: demonstration/civil disorder in which relatively large-scale localized violence is imminent. Readiness actions may include increasing law enforcement presence, putting hospitals and fire departments on alert, and conducting continuous situation monitoring.
  - Declaration of “Condition 3” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.
Condition 4 — Maximum Readiness

- Maximum readiness refers to a situation in which hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Condition 3” 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.
  - Tropical Weather Threat: indicates the evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include conducting continuous situation monitoring, activation of appropriate EOCs, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing university transportation resources for evacuation support.
  - Tornado/Severe Thunderstorm Warning: a warning issued by the NWS, when a tornado, very large hail, or widespread, straight-line, damaging wind has been sighted or is approaching a highly populated area or a special event (football game or other highly attended outdoor venue).
  - Readiness actions may include taking immediate shelter and putting damage assessment teams on stand-by.
  - Flash Flood Warning: flooding is imminent or occurring at specific locations. Readiness actions may include conducting evacuations, placing rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and conducting continuous monitoring of the situation.
  - Mass Gathering: civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include putting hospitals and fire departments on alert, requiring all law enforcement present for duty, and conducting required continuous situation monitoring.
  - Declaration of “Condition 4” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

K. PLAN ACTIVATION

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments and general procedures to follow during emergency conditions. The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

1. Save and protect lives
2. Coordinate communications
3. Prevent damage to the environment, systems, and property
4. Provide essential services
5. Temporarily assign university staff to perform emergency work
6. Invoke emergency authorization to procure and allocate resources
7. Activate and staff the ECC (Stark) and other EOCs (TRG, UPB, FC 1, PPE, etc.)

L. TYPES OF EVENTS

This list contains some of the potential emergencies the university addresses in emergency management planning, and is not all-inclusive

**Fire Emergencies**
- Minor Fire
- Major Fire
- Explosion

**Medical Emergencies**
- Communicable Disease Exposure and/or Outbreak
- Injury
- Death or Homicide
- Food Poisoning
- Mass Casualties

**Hazardous Material**
- Hazardous Material Release (Toxic Cloud)
- Chemical/Bio/Radiation/Spill Exposure
- CBRNE Exposure
- Asbestos Release

**Threat of Violence**
- Bomb Threat
- Campus Violence
- Weapons Terrorism
- Vandalism
- Hostage Situation

**Terrorism**
- National Level Terrorism
- Local Level Terrorism

**Evacuation**
- High Profile Landmarks
- Planned Events
- Evacuation
- Shelter-In-Place

**Weather Emergencies**
- University Closure
- Flooding
- Ice/Snow Storm
- Tornado/Severe or Inclement Weather
- Earthquake

**Interpersonal Emergencies**
- Sexual Assault
- Stalking
- Relationship Violence
- Missing Student
- Study Abroad Accident
- Suicide

**Transportation Accidents**
- Auto Accident
- Aircraft Collision with Building

**Building Systems**
- Telephone / Telecom Failure
- Campus-wide Data Network Outage
- Partial Campus Data Network Outage
- Campus-wide Utility Outage
- Limited Utility Failure
- Campus-wide building security systems outage
- Campus-wide systems failure (mainframe, storage)
- Partial systems failure (mainframe, storage)
- Structural Failure
M. SITUATIONS AND ASSUMPTIONS
The University of Texas at Austin is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying university, public, and/or private property. The tables below provide a summary of the major hazards, detailing their probability of occurrence and estimated levels of impact.

<table>
<thead>
<tr>
<th>Probability of Occurrence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Hazards that have a low probability of occurrence but cannot be ruled out completely</td>
</tr>
<tr>
<td>Moderate</td>
<td>Hazards that have a 50-75% chance of occurring</td>
</tr>
<tr>
<td>High</td>
<td>Hazards that have a more than 75% chance of occurring and are almost certain to occur</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Impact on Public and Safety</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Hazards that will cause a near negligible amount of risk on the public and the public’s safety</td>
</tr>
<tr>
<td>Medium</td>
<td>Hazards that will cause a moderate risk to the safety of the public</td>
</tr>
<tr>
<td>High</td>
<td>Hazard that will cause significant and catastrophic risk to the public’s safety</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Impact on Property and Environment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Hazards that will cause a near negligible amount of damage to property or the environment</td>
</tr>
<tr>
<td>Medium</td>
<td>Hazards that will cause a moderate amount of damage to property and the environment</td>
</tr>
<tr>
<td>High</td>
<td>Hazard that will cause a significant amount of damage to property and the environment</td>
</tr>
<tr>
<td>Hazard</td>
<td>Probability of Occurrence</td>
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<tr>
<td></td>
<td>Low</td>
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<tr>
<td>Fire</td>
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<tr>
<td>Emergency/Explosion</td>
<td>X</td>
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<tr>
<td>Major</td>
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<tr>
<td>Minor</td>
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<tr>
<td>Medical Emergency</td>
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<tr>
<td>Communicable Disease</td>
<td>X</td>
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<tr>
<td>Human Injury</td>
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<tr>
<td>Food Poisoning</td>
<td>X</td>
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<tr>
<td>Off Campus Med. Emergency</td>
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<tr>
<td>Hazardous Material Emergency</td>
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<tr>
<td>Contained</td>
<td>X</td>
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<tr>
<td>Not Contained</td>
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<tr>
<td>Transportation Accident</td>
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<tr>
<td>Aircraft</td>
<td>X</td>
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<tr>
<td>Pedestrian</td>
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<tr>
<td>Bicycle</td>
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<td>Automobile</td>
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<tr>
<td>Evacuation</td>
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<tr>
<td>Building/Venue</td>
<td>X</td>
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<tr>
<td>Campus</td>
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<tr>
<td>Weather Emergencies</td>
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<tr>
<td>Ice</td>
<td>X</td>
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<tr>
<td>Wind</td>
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<tr>
<td>Water/Flood</td>
<td>X</td>
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<tr>
<td>Heat</td>
<td>X</td>
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<tr>
<td>Building Systems</td>
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<tr>
<td>ITS Phone/Telecom</td>
<td>X</td>
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<tr>
<td>Data/Network</td>
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<tr>
<td>Utility</td>
<td>X</td>
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<tr>
<td>Security System</td>
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<tr>
<td>Structural Failure</td>
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<tr>
<td>Threat/Act of Violence</td>
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<tr>
<td>Bomb Threat</td>
<td>X</td>
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<tr>
<td>Riot/Civil Disobedience</td>
<td>X</td>
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<tr>
<td>Use of Weapons</td>
<td>X</td>
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<tr>
<td>Vandalism</td>
<td>X</td>
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<tr>
<td>Hostage</td>
<td>X</td>
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<tr>
<td>Interpersonal Threat</td>
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<tr>
<td>Sexual Assault</td>
<td>X</td>
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<tr>
<td>Stalking</td>
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<tr>
<td>Relationship Violence</td>
<td>X</td>
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<tr>
<td>Missing Student</td>
<td>X</td>
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<tr>
<td>Study Abroad Incident</td>
<td>X</td>
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<tr>
<td>Suicide</td>
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<tr>
<td>Hazard</td>
<td>Magnitude</td>
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<tr>
<td><strong>Fire Emergency/Explosion</strong></td>
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<tr>
<td>Major</td>
<td>Catastrophic</td>
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<tr>
<td>Minor</td>
<td>Limited</td>
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<tr>
<td><strong>Medical Emergency</strong></td>
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<tr>
<td>Communicable Disease</td>
<td>Critical</td>
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<tr>
<td>Human Injury</td>
<td>Limited</td>
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<tr>
<td>Food Poisoning</td>
<td>Limited</td>
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<tr>
<td>Off Campus Med Emergency</td>
<td>Limited</td>
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<tr>
<td><strong>Hazardous Material Emergency</strong></td>
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<td>Contained</td>
<td>Limited</td>
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<tr>
<td>Not Contained</td>
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<tr>
<td><strong>Transportation Accident</strong></td>
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<td><strong>Weather Emergencies</strong></td>
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<td>Ice</td>
<td>Limited</td>
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<tr>
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<tr>
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<td>Critical</td>
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<tr>
<td>Suicide</td>
<td>Critical</td>
</tr>
</tbody>
</table>
Incident and Hazard Goals and Objectives
In order to properly mitigate hazards and respond effectively to emergencies, objectives and goals need to be established for each hazard and incident. The following tables address broad goals related to the desired outcomes from each hazard/incident. Objectives are then established regarding the actions that need to be taken in order to achieve those goals.

These objectives are established and reviewed based on the SMART concept: Specific, Measurable, Attainable, Realistic, and Timely.

- **Specific**: Provide a specific description of what actions need done
- **Measurable**: Incorporate short-term measurements to mark progress
- **Attainable**: Ensure that the end goal can be achieved
- **Realistic**: Determine manageable expectations and provide appropriate resources to attain goals
- **Timely**: Set clear deadlines for each of the goals
<table>
<thead>
<tr>
<th>Incident / Hazard</th>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
</table>
| Fire or Explosion         | 1. Protect all persons from injury and property from damage by fire or  | 1. Develop building evacuation plans for all facilities.  
| Emergencies               | explosion                                                             | 2. Execute a full building evacuation drill for each University facility.  
                          |                                                        | 3. Building managers conduct frequent facility  
                          |                                                        | 4. Account for all personnel if there is a fire or  
                          |                                                        |                                                                                                                                 |
|                           | 2. Prevent a fire or explosion in all university housing               | 1. Train all University Housing Resident Life personnel and students in fire/explosion prevention and  
                          |                                                        | 2. Conduct a full evacuation for each facility each semester.  
                          |                                                        | 3. Account for all personnel in the event of a fire or explosion  
                          |                                                        | 4. Store combustible materials in fireproof containers or rooms.  
                          |                                                        |                                                                                                                                 |
|                           | 3. Ensure that all fire life and safety systems are fully operational  | 1. Monitor all fire alarm systems 24/7  
                          |                                                        | 2. Test campus emergency notifications systems  
                          |                                                        | 3. Ensure that all new facilities and all renovations are compliant with NFPA 101  
                          |                                                        |                                                                                                                                 |
|                           | 4. Notify the campus and community in the event of a fire or explosion  | 1. Execute emergency notifications protocols  
                          |                                                        | 2. Inform the campus and community of the emergency  
                          |                                                        | 3. Provide timely follow up messages and instructions all means available  
                          |                                                        |                                                                                                                                 |
|                           | 5. Maintain Academic Continuity                                       | 1. Support UT Students academic progress at a UT Institution  
                          |                                                        | 2. Support UT Institution Students academic progress at UT Austin  
                          |                                                        | 3. For colleges and departments, see response plans for specific units  
                          |                                                        |                                                                                                                                 |
|                           | 6. Maintain Business Continuity                                       | 1. Establish systems to ensure business viability for all Austin entities  
                          |                                                        | 2. Establish systems to protect and provide access to all Data  
                          |                                                        | 3. For colleges and departments, see response plans for specific units  
<p>| |
|                                                        |</p>
<table>
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<tr>
<th>Incident / Hazard</th>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Emergencies</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Mitigate the impact of an infectious disease or communicable disease on campus</td>
<td>1. Implement an infectious disease prevention and program on campus</td>
<td>2. Monitor all infectious disease cases on campus</td>
</tr>
<tr>
<td></td>
<td>3. Coordinate clinical response and/or treatment with and State Health Authorities</td>
<td>4. Coordinate clinical response and/or treatment with hospitals</td>
</tr>
<tr>
<td>2. Mitigate the impact of a major medical trauma on campus (e.g. natural disaster, building fire, shooting, et</td>
<td>1. Assess nature and scope of event</td>
<td>2. Identify available resources</td>
</tr>
<tr>
<td></td>
<td>3. Triage and possibly treat injured students and</td>
<td>4. Coordinate clinical response and/or treatment with community responders as appropriate</td>
</tr>
<tr>
<td>3. Mitigate the impact of a major chemical or biological release on campus</td>
<td>1. Assess nature and scope of event</td>
<td>2. Identify available resources</td>
</tr>
<tr>
<td></td>
<td>3. Triage and possibly treat injured students and</td>
<td>4. Coordinate clinical response and/or treatment with community responders as appropriate</td>
</tr>
<tr>
<td>4. Notify the campus and community in the event of a medical emergency</td>
<td>1. Execute emergency notifications protocols</td>
<td>2. Inform the campus and community of the</td>
</tr>
<tr>
<td></td>
<td>3. Provide timely follow up messages and instructions all means available</td>
<td></td>
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<tr>
<td><strong>5. Maintain Academic Continuity</strong></td>
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<td></td>
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<tr>
<td>1. Support UT Students academic progress at a UT Institution</td>
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<td></td>
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<tr>
<td>2. Support UT Institution Students academic progress at UT Austin</td>
<td></td>
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</tr>
<tr>
<td>3. For colleges and departments, see response plans for specific units</td>
<td></td>
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<tr>
<td><strong>6. Maintain Business Continuity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Establish systems to ensure business viability for all Austin entities</td>
<td></td>
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<tr>
<td>2. Establish systems to protect and provide access to all Data</td>
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<tr>
<td>3. For business continuity of medical response, cease all routine operation and direct all resources to the event</td>
<td></td>
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<tr>
<td>4. For colleges and departments, see response plans specific units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident / Hazard</td>
<td>Goals</td>
<td>Objectives</td>
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<tr>
<td>------------------</td>
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<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hazardous Material</td>
<td>1. Prevent hazardous materials emergencies in all university buildings</td>
<td>1. Train campus community on appropriate hazardous materials handling (SOPs, emergency plans, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Minimize amounts of hazardous materials (chemical and biological) used and stored in campus buildings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Perform appropriate safety inspections to identify of concern and address corrective action</td>
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<td></td>
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<td>4. Maintain emergency response equipment, signage procedures</td>
</tr>
<tr>
<td></td>
<td>2. Protect all persons on campus from injury and property from damage in hazardous materials emergencies</td>
<td>1. Wear appropriate personal protective equipment working with hazardous materials and utilize safety equipment for storage and use of such</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Follow building plan evacuations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Account for all persons</td>
</tr>
<tr>
<td></td>
<td>3. Provide necessary medical attention to those in need and provide response to minimize hazardous materials emergency</td>
<td>1. Notify Austin Fire Department, EMS, EHS and FPS of any hazardous materials emergency as a result of an injury, exposure or building evacuation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Immediately begin to provide first aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Respond to hazardous material emergency to begin mitigation procedures</td>
</tr>
<tr>
<td></td>
<td>4. Notify the campus and community in the event of a hazardous material emergency</td>
<td>1. Execute emergency notifications protocols</td>
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<tr>
<td></td>
<td></td>
<td>2. Inform the campus and community of the emergency</td>
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<tr>
<td></td>
<td></td>
<td>3. Provide timely follow up messages and instructions all means available</td>
</tr>
<tr>
<td></td>
<td>5. Maintain Academic Continuity</td>
<td>1. Support UT Students academic progress at a UT Institution</td>
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<td></td>
<td></td>
<td>2. Support UT Institution Students academic progress at UT Austin</td>
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<td></td>
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<td>3. For colleges and departments, see response plans for specific units</td>
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<td>Incident / Hazard</td>
<td>Goals</td>
<td>Objectives</td>
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</tr>
<tr>
<td>Transportation</td>
<td></td>
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</tr>
<tr>
<td>Accidents</td>
<td>1. Reduce transportation accidents</td>
<td>1. Encourage alternate transportation</td>
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<tr>
<td></td>
<td></td>
<td>2. Enforce traffic rules</td>
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<td></td>
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<td>3. Reevaluate transportation routes</td>
</tr>
<tr>
<td>2. Mitigate Hazards</td>
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<tr>
<td></td>
<td>1. Maintain transportation surfaces infrastructure</td>
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<td>2. Ensure proper signage is visible and maintained</td>
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<td>3. Provide means to report hazardous surfaces and or condition</td>
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<tr>
<td>3. Educate the campus</td>
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<tr>
<td>community regarding</td>
<td>1. Provide easily accessible information to the campus community</td>
<td></td>
</tr>
<tr>
<td>transportation rules</td>
<td></td>
<td>2. Participate in campus events</td>
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<td>and regulations</td>
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<td>3. Review and evaluate incident and accident reports</td>
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<td>4. Notify the campus</td>
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<td>and community in the</td>
<td>1. Execute emergency notifications protocols</td>
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<td>event of a transportation accident emergency</td>
<td>2. Inform the campus and community of the</td>
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<td>3. Provide timely follow up messages and instructions all means available</td>
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<td>5. Maintain Academic</td>
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<td>2. Support UT Institution Students academic progress Austin</td>
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<td>3. For colleges and departments, see response plans specific units</td>
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<td>6. Maintain Business</td>
<td>1. Establish systems to ensure business viability for all Austin entities</td>
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<td><strong>Evacuation</strong></td>
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<td>1. Have current evacuation plans for all campus building and campus</td>
<td>1. Identify Building Managers</td>
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<td>2. Create evacuation plan</td>
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<td>3. Schedule annual plan review and updates</td>
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<td>2. Preserve life and safety of building inhabitants</td>
<td>1. Have clear concise language in plan</td>
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<td>2. Schedule evacuation drills</td>
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<td>3. Provide after action review</td>
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<td>3. Community Outreach and Education</td>
<td>1. Provide training</td>
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<td>2. Serve as an information clearing house</td>
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<td>3. Attend relevant university events</td>
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<td>4. Notify the campus and community in the event of an evacuation emergency</td>
<td>1. Execute emergency notifications protocols</td>
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<td>2. Inform the campus and community of the</td>
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<tr>
<td><strong>Weather Emergencies</strong></td>
<td>1. Maintain situational awareness of weather conditions</td>
<td>1. Real time access to NWS Doppler weather radar data UTPD Communications</td>
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<td>2. Maintaining a UT Campus Safety and Security Committee weather email notification list</td>
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<td>3. Provide weather radar to police dispatch</td>
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<td>2. Create an Incident Meteorologist position on the UT Campus Safety and Security Committee</td>
<td>1. This position was established in 2005 (Troy Kimmel, Senior Lecturer, Geography and the Environment)</td>
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<td>2. Integrate the Incident Meteorologist into Unified Command</td>
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<td>3. Provide necessary resources to support IM position</td>
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<td>3. Provide weather support for University events (athletics, and other scheduled/unscheduled events)</td>
<td>1. Incident Meteorologist position staffed for UTPD EOC activations</td>
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<td></td>
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<td>2. Communicate with weather meteorologist network</td>
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<td>3. Maintain communications with event production</td>
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<td>4. Notify the campus and community in the event of a weather emergency</td>
<td>1. Execute emergency notifications protocols</td>
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<td>2. Inform the campus and community of the emergency</td>
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<td>3. Provide timely follow up messages and instructions all means available</td>
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<td>3. For colleges and departments, see response plans for specific units</td>
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<td>1. Establish systems to ensure business viability for all Austin entities</td>
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<td><strong>Building System Emergencies</strong></td>
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<tr>
<td>1. Maintain Utility Distribution</td>
<td>1. Continue preventative maintenance</td>
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<td>2. Provide for necessary expansion</td>
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<td>3. Partner with local jurisdiction</td>
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<td>2. Secure Operations</td>
<td>1. Utility security</td>
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<td>2. Chilling Station security</td>
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<td>3. Control room security</td>
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<td>3. Provide skilled personnel</td>
<td>1. Hire engineers for complex problems</td>
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<td>2. Hire qualified personnel for skill set requirements</td>
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<td>3. Continued training and education</td>
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<td>4. Notify the campus and community in the event of a building system emergency</td>
<td>1. Execute emergency notifications protocols</td>
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<td>2. Inform the campus and community of the</td>
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<td>3. Provide timely follow up messages and instructions - all means available</td>
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<td>2. Support UT Institution Students academic progress - Austin</td>
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<tr>
<td>Threat / Act of Violence / Terrorism</td>
<td>1. Prevent an act of violence on campus</td>
<td>1. Train and maintain an interdisciplinary Behavior Assessment Team (BAT) to assess concerns involving students</td>
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<td>2. Train and maintain an interdisciplinary Threat Assessment Team (TAT) to assess concerns involving staff and faculty</td>
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<td>3. Develop and provide training to the campus on violence prevention, violence prevention resources, the nature and type of concerns to be reported and how to report such concerns (BCAL training, Be That One training, reporting disruption in</td>
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<td>4. Assess reports of concern and implement and mitigation actions, as appropriate</td>
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<td>5. Provide on-going case monitoring and case management, as needed</td>
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<td>2. Prevent an act of terrorism on campus</td>
<td>1. Utilize Fusion Center resources</td>
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<td>2. Maintain university representation the Joint Task Force</td>
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<td>3. Harden prime campus targets</td>
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<td>3. Response to an act of violence or terrorism on campus</td>
<td>1. Assess the nature and scope of the event</td>
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<td>2. Identify available resources</td>
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<td>3. UTPD manages response and coordinates with local responders, as appropriate</td>
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<td>4. Notify the campus and community in the event of a credible threat/act of violence/terrorism, as appropriate</td>
<td>1. Execute emergency notifications protocols</td>
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<td>2. Inform the campus and community of the</td>
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<td>3. Provide timely follow up messages and instructions all means available</td>
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<td>Interpersonal Emergencies</td>
<td>1. Mitigate the impact of interpersonal emergencies on campus</td>
<td>1. Educate the campus community on strategies/ to mitigate interpersonal emergencies</td>
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<td>2. Inform the campus on recognizing the signs of interpersonal emergencies (Bystander Training)</td>
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<td>3. Inform the community on resources related to interpersonal emergencies</td>
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<td>2. Reduce the incidents of interpersonal emergencies on campus</td>
<td>1. Through education and programmatic efforts, shift the social norms related to interpersonal emergencies</td>
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<td>2. Enforce policy related to interpersonal emergencies</td>
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<td>3. Exam, review and revise interpersonal emergency policies</td>
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<td>3. Respond to interpersonal emergencies on campus</td>
<td>1. Community members will utilize the reporting when an incident of interpersonal emergency arises (BCAL, UTPD)</td>
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<td>2. Reported interpersonal emergencies will be addressed according to University policy</td>
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<td>3. Provide outreach and assistance to those impacted by interpersonal emergencies</td>
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<td>4. Notify the campus and community in the event of an interpersonal emergency</td>
<td>1. Execute emergency notifications protocols</td>
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<td>2. Inform the campus and community of the emergency</td>
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<td>3. Provide timely follow up messages and instructions by all means available</td>
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<td>3. For colleges and departments, see response plans for specific units</td>
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</table>
N. COMMAND AND CONTROL

1. The Senior Vice President and CFO, Associate Vice President for Campus Safety & Security (AVPCS&S), and the Chief of UTPD are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During emergencies or disasters, these responsibilities may be carried out by any or all of the ECC/EOCs.

2. The AVPCS&S, in conjunction with the CCMT, ECC, and EOCs, will provide overall direction of the response activities of all departments. During major emergencies or disasters, these responsibilities could be carried out by the UTPD, EOC, and ECC.

3. The CCMT and the ECC will be managed by the Office of the President. All EOCs will be managed by the AVPCS&S.

4. The IC, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an event site.

5. During emergency operations, department heads will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC/AVPCS&S. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures (i.e., common communications protocol) may be adopted to facilitate coordinated efforts.

6. If The University of Texas at Austin’s own resources are insufficient or inappropriate to deal with an emergency situation, assistance from The University of Texas System, other jurisdictions, organized volunteer groups, or the state may be requested. The process for requesting local, state, or federal assistance is covered in the “Local, State, Federal, and Other Assistance” section of this plan. External agencies are expected to conform to the general guidance and direction provided by authorities with jurisdiction.

O. SUPPORT TEAMS

1. Internal Support Team
The members of the Internal Support Team include but are not limited to:
- Associate Vice President, Campus Safety & Security
- Associate Vice President, Human Resource Services
- Associate Vice President, Utilities, Energy, & Facilities Management
- University Chief Information Officer & ITS Chief Operating Officer
The University of Texas at Austin

- Associate Vice President, Campus Planning & Project Management
- Associate Vice President for Research
- Associate Vice President for Student Affairs/Dean of Students
- Executive Vice President & Provost
- Director, Emergency Preparedness
- Director, Environmental Health & Safety
- Director, Parking & Transportation Services
- Director, Facilities Services
- Director-Fire Marshal, Fire Prevention Services
- Director, University Communications
- Director, Division of Housing and Food Service
- Chief of Police, University Police Department
- Assistant Athletics Director, Facilities, Events, & Operations
- Director, University Health Services
- Director, Counseling and Mental Health Center

2. VP Council
The Vice Presidents Council is a standing committee of the university chaired by the president. The president consults the Vice Presidents Council about issues of campus safety and security as appropriate. The members of the VP Council include:
- President—Chair
- Deputy to the President
- Chief of Staff, Office of the President
- Sr. Vice President & Chief Financial Officer
- Vice President for University Development
- Executive Vice President & Provost
- Vice President for Student Affairs
- Chief Communications Officer for the Office of the President
- Vice President for Legal Affairs
- Dean of Graduate Studies
- Vice President for Research
- Vice Provost for Diversity and Community Engagement

3. Core Crisis Management Team
The Core Crisis Management Team (CCMT) consists of executive-level positions from across campus and serves as the definitive decision-making body for crisis issues on campus. The Core Crisis Management Team convenes to address and provide guidance to a variety of emergency incidents. The members of the president’s Core Crisis Management Team include:
- President—Chair
- Deputy to the President
- Chief of Staff, Office of the President
- Executive Assistant to the President
- Sr. VP and CFO
- Executive VP and Provost
- VP for Student Affairs
4. Critical Incident Response Team
The purpose of the Critical Incident Response Team (CIRT) is to provide services to the students of our University in times of individual or community-wide crisis or trauma. Members of CIRT meet as needed to review critical incidents and to implement coordinated response protocols to a specific crisis or emergency. Depending on the nature of the situation, either the entire group will meet or select members of the team will convene to identify an appropriate response. Other campus partners may be invited to participate in the response as appropriate.

The members of the Critical Incident Response Team include:
- Office of the President
- Office of the Dean of Students, Chair
- University Police Department
- Director, University Unions
- International Office
- Counseling and Mental Health Center
- Student Emergency Services, Office of the Dean of Students
- Division of Housing and Food Service
- Office of the Vice President for Student Affairs
- University Health Services
- Campus Safety & Security
- Division of Diversity & Community Engagement

5. Behavioral Assessment Team
The Behavioral Assessment Team is a group of individuals representing central administration, academic affairs, campus police, and student affairs who serve as a strategy development resource team for the University community to address situations involving students who are exhibiting some sort of aberrant or menacing behavior. In these situations, the student is not necessarily violating an institutional rule, breaking a law, or exhibiting any sort of threatening behavior toward self, others, or property. However, the behavior could be considered by the reasonable person to be abnormal, anti-social, problematic, menacing, and/or aberrant. In the majority of the cases, the student exhibits behavior that rises to the level of a mental health concern. On occasion, an actual suicide threat or attempt has been made. The members of the Behavioral Assessment Team include:
- Office of the President
- Office of the Executive Vice President & Provost
- Office of the Dean of Students
- UT Counseling and Mental Health Center
- University Health Services
- Office of the Dean of Students/Student Judicial Services
- Office of the Dean of Students/Services for Students with Disabilities
- Office of the Dean of Students/Student Emergency Services
- Office of the Dean of Students/Services for Students with Disabilities
- Office of the Dean of Students/Student Conduct & Academic Integrity
- University Police Department
- HealthPoint EAP
- Division of Housing and Food Service
- International Office
- Graduate School
- College of Education

6. Threat Assessment Team
The Threat Assessment Team (TAT) is an interdisciplinary group of professionals that assess troubling workplace behaviors or situations involving staff & faculty with the purpose of providing guidance to mitigate and/or de-escalate risk factors on the path to violence. The team will investigate reported concerns, develop and help implement an action plan in partnership with the affected party and assists in managing the concern to resolution. The Threat Assessment Team includes but is not limited to:
- HealthPoint EAP
- Human Resource Services
- Office of the VP for Legal Affairs
- University Police Department

7. Campus Safety & Security Committee
The Campus Safety & Security Committee’s (CSAS) mission is to provide strategy and guidelines for campus wide security initiatives that affect the university community. The CSAS committee is made up of a cross section of university constituents, from a multitude of interest areas, with the goal of creating consensus on issues impacting campus safety. The members of the Campus Safety & Security Committee include but are not limited to:
- Associate Vice President, Campus Safety & Security
- Associate Vice President, Human Resource Services
- Associate Vice President & Chief Information Officer
- Associate Vice President, Campus Planning & Project Management
- Associate Vice President, Utilities, Energy, and Facilities Management
- Associate Vice President for Research
- Associate Vice President for Student Affairs/Dean of Students
- Associate Vice President for Legal Affairs
- Executive Vice President & Provost
- Chief Compliance Officer
- Director, Emergency Preparedness
- Director, Environmental Health & Safety
- Director, Parking & Transportation Services
- Director, Facilities Services
• Director, Utilities & Energy Management
• Director-Fire Marshal, Fire Prevention Services
• Director, University Communications
• Director, Division of Housing and Food Service
• Chief, University Police Department
• Assistant Athletics Director, Facilities, Events, & Operations
• Director, University Health Services
• Director, UT Counseling and Mental Health Center

8. External Support Team
The External Support Team provides resources on an as needed basis depending on the availability of university resources. The members of the External Support Team include but are not limited to:
• American Red Cross
• Austin Energy
• Austin Independent School District
• Austin/Travis County Amateur Radio Emergency Service
• Capital Metro
• City of Austin
• Austin Fire Department
• Austin Police Department
• Austin/Travis County Emergency Medical Services
• Austin/Travis County Health and Human Services Department
• Austin Water Utility
• Department of Aviation
• City of Austin Office of Homeland Security & Emergency Management
• Austin Parks & Recreation Department
• Austin Communications & Public Information Office
• Austin Resource Recovery
• Austin Public Works Department
• Federal Bureau of Investigation
• Federal Emergency Management Agency
• Salvation Army
• Lower Colorado River Authority (LCRA)
• National Weather Service
• UT System

P. EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES

The purpose of this section is to provide an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content that is to be contained in each of the ESF Annexes. The following section includes a series of annexes describing the roles and responsibilities of University departments and agencies as ESF coordinators, primary agencies, or support agencies. The ESFs provide the structure for coordinating interagency support for coordinated response to an incident.
Each ESF Annex identifies roles and responsibilities of the coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident. Following is an overview of the roles and responsibilities of the ESF coordinator and the primary and support agencies related to the function.

1. **ESF #1 – Transportation**
   The primary responsibility for these functions is assigned to the Director of Parking and Transportation Services who will prepare and maintain the Transportation Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   - Performing post-incident reconnaissance and damage assessment coordinating their use in emergencies
   - Coordinating deployment of transportation equipment to support emergency operations
   - Establishing and maintaining a reserve pool of drivers, maintenance personnel, parts, and tools
   - Maintaining records on use of transportation equipment and personnel for purpose of possible reimbursement

2. **ESF #2 – Communications**
   The primary responsibility for these functions is assigned to the University Chief Information Officer who will prepare and maintain the Communications Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   - Coordination with telecommunications and information technology industries
   - Restoration and repair of telecommunications infrastructure
   - Protection, restoration, and sustainment of national cyber and information technology resources

3. **ESF #3 - Public Works & Engineering**
   Primary responsibility for these functions are assigned to the Associate Vice President, Utilities, Energy, and Facility Management, who will prepare and maintain the Facilities Management & Engineering Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   - Protecting university facilities and vital equipment where possible
   - Assessing damage to streets, bridges, traffic control devices, and other public facilities
   - Directing temporary repair of vital facilities
   - Restoring damaged university roads and bridges
   - Assessing damage to streets, bridges, traffic control devices, and other public facilities
   - Restoring university waste treatment and disposal systems
   - Arranging for debris removal
   - Providing general damage assessment support
Emergency Management Plan

- Providing building inspection support
- Providing specialized equipment to support emergency operations
- Supporting traffic control and search and rescue operations

4. **ESF #4 – Firefighting**

Primary responsibility for these functions is assigned to the university Fire Marshal in coordination with the Chief of the City of Austin Fire Department. The university Fire Marshal will prepare and maintain the Firefighting Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Executing fire prevention activities, including education and informational activities
- Performing fire detection and control
- Performing hazmat and oil spill response
- Providing evacuation support
- Performing post-incident reconnaissance and damage assessment
- Performing fire safety inspection of temporary shelters
- Preparing and maintaining fire resource inventory

5. **ESF #5 - Emergency Management**

The Associate Vice President for Campus Safety & Security will

- Establish objectives and priorities for the emergency management program for The University of Texas at Austin and provide general policy guidance. Monitor the emergency response during disaster situations and provide direction when appropriate
- Coordinate activation of The University of Texas at Austin’s CCMT/ECC and other EOCs, and supervise their operation
- Have primary responsibility for the ICS “command and control” function, and prepare/ maintain the Direction and Control Annex of this plan and supporting SOPs
- Direct and control local operating forces
- Maintain the CCMT/ECC/EOC in an operating mode or be able to convert the designated facility space into an operable CCMT/ECC/EOC rapidly
- Assign representatives, by title, to report to the CCMT/ECC/EOC and develop procedures for crisis training
- Develop and identify the duties of the staff, use of displays and message forms, and procedures for CCMT/ECC/EOC activation
- Coordinate the evacuation of at-risk areas
- Implement the policies and decisions of the governing body relating to emergency management
- Assign emergency management program tasks to departments and agencies
- Coordinate with organized campus volunteer groups and university groups regarding emergency operations
The Director of Emergency Preparedness will
- Serve as the staff advisor to the AVPCS&S on emergency management matters
- Take direction from the President, VPUO, AVPCS&S, Chief of UTPD, and IC
- Keep the AVPCS&S informed of the university’s preparedness status and emergency management needs
- Coordinate local planning and preparedness activities and the maintenance of this Plan
- Manage the local EOC and/or the Trinity Parking Garage EOC, develop procedures for its/their operation, and conduct training for those who staff it/them
- Activate the university EOCs when required

6. ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services
A. Support Services Responsibilities-Shelter/Mass Care Functions
   Primary responsibility for these functions is assigned to the Associate Vice President for Campus Safety & Security who will prepare and maintain the Shelter and Mass Care Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   - Performing emergency shelter and mass care planning
   - Coordinating and conducting shelter and mass care operations with other departments, relief agencies, and volunteer groups

B. Human Services Functions
   Primary responsibility for these functions is assigned to the Director of Emergency Preparedness who will prepare and maintain the Human Services Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   - Identifying emergency feeding sites
   - Identifying sources of clothing for disaster victims
   - Securing emergency food supplies
   - Coordinating the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies, such as the American Red Cross (ARC)
   - Coordinating special care requirements for disaster victims, such as the elderly, special needs individuals, and others

7. ESF #7 - Logistics Management and Resource Support
   The Associate Vice President for Campus Safety & Security will organize the emergency management program for The University of Texas at Austin and identify personnel, equipment, and facility needs.

   Primary responsibility for these functions is assigned to the Associate Vice President for Campus Safety & Security and Director of Purchasing who will prepare and maintain the Resource Management Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   - Maintaining an inventory of emergency resources
• Locating supplies, equipment, and personnel to meet specific needs during emergency operations
• Maintaining a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
• Establishing emergency purchasing procedures and coordinating emergency procurements
• Establishing and maintaining a personnel reserve, and coordinating assignment of reserve personnel to departments and agencies that require augmentation
• Coordinating transportation, sorting, temporary storage, and distribution of resources during emergency situations
• Establishing staging areas for resources if required
• Identifying to the Donations Management Coordinator those goods, services, and personnel that are needed during emergency operations
• Maintaining records of emergency-related expenditures for purchases and personnel

8. ESF #8 - Public Health & Medical Services
   A. Health and Medical Services
      Primary responsibility for health and medical services functions is assigned to the Director of the University Health Services Center who will prepare and maintain the Health and Medical Services Annex of this plan and supporting SOPs. Emergency Tasks to be performed include:
      • Directing and coordinating the University of Texas at Austin emergency public health response
   B. Counseling and Mental Health Center
      Primary responsibility for these functions is assigned to the Director of the Counseling and Mental Health Center who will prepare and maintain the CMHC Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
      • Coordinating the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster
      • Coordinating mental health care and support during emergency situations
      • Providing public mental health information and education

9. ESF #9 - Search and Rescue
   The primary responsibility for these functions is assigned to the Chief of UTPD, in coordination with City of Austin and Travis County Fire Chiefs who will prepare and maintain the Search and Rescue Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
   • Coordinating and conducting search and rescue activities
   • Identifying requirements for specialized resources to support rescue operations
   • Coordinating external technical assistance and equipment support for search and rescue operations
10. ESF #10 - Oil and Hazardous Materials Response

A. Biological Protection
Primary responsibility for these functions is assigned to the Director of Environmental Health and Safety and is implemented by the institutional biosafety officer who will prepare and maintain the Biological Safety Protection Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintain inventory of emergency response equipment
- Ensure personnel have current training in response, containment and decontamination procedures
- Respond to biological incidents and make notifications concerning incidents to appropriate institutional authorities
- Utilize current applicable Laboratory Safety procedure documents to conduct biological risk assessments and assist researchers in developing emergency plans
- Determine when affected areas may be released for safe re-entry and occupancy
- Complete and submit necessary incident reports; conduct follow-up on recommendations

B. Radiological Protection
Primary responsibility for these functions is assigned to the Director of Environmental Health & Safety and implemented by the radiation safety officer who will prepare and maintain the Radiological Protection Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintain inventory of radiological equipment and emergency supplies
- Ensure response personnel have current training in radiological monitoring, containment, and decontamination
- Respond to radiological incidents and terrorist incidents involving radiological materials
- Determine areas at risk and areas for which protective actions may be implemented
- Make notification concerning radiological incidents to state and federal authorities
- Determine when affected areas may be released for safe reentry and occupancy
- Complete and submit necessary incident reports

C. Hazardous Materials and Oil Spill Functions
The primary responsibility for these functions is assigned to the Director of Environmental Health & Safety in coordination with the Austin and Travis County responders who will prepare and maintain the Hazmat and Oil Spill Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Establish ICS to manage the response to hazmat incidents, in accordance with applicable local federal regulations and guidelines
- Establish the incident response functional areas (e.g., hot zone, cold zone, etc.)
• Determine and implement requirements for personal protective equipment for emergency responders
• Initiate appropriate actions to control and eliminate hazards in accordance with established hazmat response guidelines
• Determine areas at risk and areas for which protective actions may be implemented
• Determine when affected areas may be released for safe reentry and occupancy
• Complete and submit necessary incident reports

11. ESF #11 – Energy
Primary responsibility for these functions is assigned to the Associate Vice President, Utilities, Energy, & Facilities Management for The University of Texas at Austin who will prepare and maintain the Energy and Utilities Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
• Prioritizing restoration of utility service to vital facilities and other facilities
• Arranging for the provision of emergency power sources where required
• Assessing damage, and estimating needs in order to repair and restore university utilities

12. ESF #12 - Public Safety and Security
A. Law Enforcement
Primary responsibility for these functions is assigned to the Chief of UTPD in coordination with other enforcement agencies who will prepare and maintain the Law Enforcement Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
• Maintaining law and order
• Controlling traffic
• Coordinating terrorist incident response
• Providing security for vital facilities, evacuated areas, and shelters
• Accessing control for damaged or contaminated areas
• Providing warning support
• Performing post-incident reconnaissance and damage assessment
• Preparing and maintaining law enforcement resource inventory

B. Terrorism Incident Response
Primary responsibility for these functions is assigned to the Chief of UTPD in coordination with Austin-area chief law enforcement officials who will prepare and maintain the Terrorist Incident Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
• Coordinating and carrying out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities
• Coordinating and carrying out offensive counter-terrorist operations to neutralize terrorist activities
• Carrying out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property
• Ensuring required notification of terrorist incidents is made to state and federal authorities

13. ESF #13 - Long-Term Community Recovery
Primary responsibility for these functions is assigned to the Associate Vice President for Campus Planning & Project Management who will prepare and maintain the Recovery Annex of this plan and supporting SOPs. Emergency tasks to be performed include:
• Establishing and training a damage assessment team using university personnel, and coordinating the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist in this area
• Assessing and compiling information on damage to university property and needs of emergency and disaster victims, and formulate and carry out programs to fill those needs
• Compiling information for use by the university officials in requesting state or federal disaster assistance, if damages are beyond the university’s capability to deal with
• Coordinating with state and federal agencies to carry out authorized recovery programs, if it is determined that the university is eligible for state or federal disaster assistance

14. ESF #14 - External Affairs
The Associate Vice President for Campus Safety & Security will:
• With the assistance of University Communications, keep the public informed during emergency situations
• With the assistance of the legal staff, declare a local university disaster, request the mayor of Austin, Travis County manager, and governor of Texas declare a state of emergency, or invoke the emergency powers of government when necessary
• Request assistance from other local governments or the state when necessary
• Maintain coordination with neighboring jurisdictions
• Ensure that departments and agencies participate in emergency planning, training, and exercise activities
• Coordinate the operational response of local emergency services
• Perform day-to-day joint efforts with the local and state emergency management staff and other local emergency management personnel

Additionally, the Director of Emergency Preparedness will:
• Arrange appropriate training for local emergency management personnel and emergency responders
• Coordinate periodic emergency exercises to test emergency plans and training
• Perform day-to-day liaison with other local emergency management personnel
• Coordinate with organized volunteer groups and businesses regarding emergency operations

A. Campus Alert

Primary responsibility for these functions is assigned to UTPD dispatch as supervised by the Chief of UTPD and/or the AVPCS&S. Emergency tasks to be performed include:

• Receive information on emergency situations
• Alert key university officials of emergency situations
• Disseminate warning information and instructions to the university through available warning systems
• Disseminate warning and instructions to special facilities
• Provide updates to the campus community as directed

B. Communications

Primary responsibility for these functions is assigned to the Chief Communications Officer for the Office of the President and/or Director of Communications for University Operations who will prepare and maintain the Communications Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

• Identify the external communications systems available within the local area and determine the connectivity of these systems
• Develop plans and procedures for coordinated use of the various communication systems outside and within the university
• Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations

C. Volunteer and Other Services

Primary responsibility for these functions is assigned to the Director of Emergency Preparedness who will prepare and maintain the Human Services Annex of this plan and supporting SOPs. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with the university:

• American Red Cross (ARC): provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers
• The Salvation Army (SA): provides emergency assistance in the form of mass and mobile feeding, temporary shelter, counseling services, missing person services, medical assistance, and warehousing and distributing donated goods including food,
clothing, and household items. The SA also provides referrals to
government and private agencies for special services
- Austin Travis County Radio Amateur Civil Emergency Service
  (RACES): provides amateur radio support for emergency
  operations, including communications support in the EOC
- Austin City Assets: provides shelter and counseling at a fixed
  facility

D. Donations Management

The primary responsibility for this function is assigned to the Vice
President of University Development who will prepare and maintain the
Donations Management Annex of this plan and supporting SOPs.
Emergency tasks to be performed include:
- Compiling resource requirements identified by Human Resource
  Services Management staff
- Soliciting donations to meet known needs
- Establishing and implementing procedures to receive, accept, or
  turn down offers of donated goods and services, and providing
  instructions to donors of needed goods or services
- Establishing a facility to receive, sort, and distribute donated
  goods, in coordination with the Human Resource Management
  staff

E. Legal

The primary responsibility for these functions is assigned to the Office of
the Vice President for Legal Affairs who will prepare and maintain the
Legal Annex of this plan and supporting SOPs. Emergency tasks to be
performed include:
- Advising local officials on emergency powers of local
government and procedures for invoking those measures
- Reviewing and advising the local officials on possible legal
  issues arising from disaster operations
- Preparing and/or recommending legislation to implement the
  emergency powers that may be required during an emergency
- Advising local officials and department heads on record-keeping
  requirements and other documentation necessary for the
  exercising of emergency powers
- Coordinating with state and federal agencies to carry out
  authorized recovery programs, if it is determined that the
  university is eligible for state or federal disaster assistance

NOTE: Department and agency heads not assigned specific
functions in this plan will be prepared to make their resources
available for emergency duty at the direction of the chief elected
official.
Q. LOCAL, STATE, FEDERAL, AND OTHER ASSISTANCE

1. Local Assistance
   If the University of Texas at Austin’s resources are inadequate to meet the needs of an emergency situation, the university will request assistance from the City of Austin, Travis County, and The State of Texas. All external assistance furnished to the university is intended to supplement university resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, the university must request assistance from the City of Austin and Travis County before requesting state assistance.

2. State Assistance
   Requests for assistance from the City of Austin, Travis County, and the State of Texas should be made to the Austin/Travis County EOC. See Appendix 2 to the Resource Management Annex, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the city level and the key person to validate a request for, obtain, and provide state assistance and support is the City of Austin Office of Homeland Security & Emergency Management Director. This official has the authority to request city and county resources within the district to respond to a request for assistance.
   - A request for state assistance must be made by the AVPCS&S or the Chief of UTPD, and may be made by telephone, fax, or e-mail.
   - The City of Austin Office of Homeland Security & Emergency Management Director will forward requests for assistance that cannot be satisfied by state resources within the area to the state EOC for action.

3. Federal Assistance
   If resources required to control an emergency situation are not available within the city and county, the governor of Texas may request assistance from other states pursuant to a number of interstate compacts. In this instance the governor may also request assistance from the federal government through the Federal Emergency Management Agency (FEMA).
   - For major emergencies and disasters for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Federal Radiological Emergency Response Plan (FRERP) addresses the federal response to major incidents involving radioactive materials.
FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal 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.

R. **CONTINUITY OF GOVERNMENT**

1. The line of succession for The University of Texas at Austin is:
   - University President
   - Executive Vice President & Provost
   - Sr. Vice President & CFO

2. The line of succession for the Campus Safety and Security is:
   - AVPCS&S
   - Chief of Police, UTPD
   - Assistant Chief of Police, UTPD

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

S. **DEPARTMENT SPECIFIC PLANS**

The Department Specific Plans contain the emergency response operational plans for these departments, and provide specific information for function areas in which these departments have the primary responsibility. It is the responsibility of each department to develop and maintain department specific plans that contain the emergency response operational plans in support of the Emergency Management Plan. Departments are to notify Campus Safety and Security when their Department Specific Plan is complete.

1. Office of the President
2. Office of the Executive Vice President & Provost
3. Office of the Vice President & Chief Financial Officer
4. Dean of Students
5. University Police Department
6. Campus Planning & Facilities Management
7. Utilities & Energy Management
8. Environmental Health & Safety
9. Division of Housing & Food Service
10. Intercollegiate Athletics
11. University Communications
12. Human Resource Services
13. Counseling and Mental Health Center
14. Telecommunications and Information
15. Information Technology Services
16. Parking and Transportation Services
17. Fire Prevention Services
18. Animal Resources Center

T. EMERGENCY FACILITIES

The University of Texas at Austin maintains the university Emergency Command Center (ECC), and the Emergency Operations Centers (EOC). During campus-wide emergencies, the ECC serves as the command center for The University of Texas at Austin's response and recovery operations. A variety of communications tools are employed by the ECC and EOCs to aid in the receipt and release of vital information.

The EOC brings together decision makers to coordinate the flow of information and strategy development. A variety of organizations and government agencies may be represented during an ECC or EOC activation, depending on the type and severity of emergency. The university's emergency facilities involve the following aspects:

1. The University of Texas at Austin Emergency Command and Control System
   - ECC (Stark Library)
   - EOCs (UPB, TRG, FC 1, PPE, FAC)

2. Incident Command Post
   Upon the occurrence of an incident, an ICP or command posts will be established in the vicinity of the incident site(s). The IC will be responsible for directing the emergency response and managing the resources at the incident scene.
3. **EOC Activation**
   The following individuals are authorized to activate the EOC:
   - President of The University of Texas at Austin or designated individual
   - Sr. Vice President & CFO
   - Associate Vice President for Campus Safety & Security
   - Chief of Police, UTPD

4. **General EOC Responsibilities**
   The general responsibilities of all EOCs are to:
   - Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action
   - Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services
   - Provide resource support for emergency operations
   - Suspend or curtail government services, recommend the closure of schools and businesses and the cancellation of public events
   - Organize and activate large-scale evacuation and mass care operations
   - Provide emergency information to the public

5. **ECC/EOC Staffing**
   - Representatives of those departments and agencies assigned emergency functions in this plan will staff the ECC, and appropriate EOCs

6. **Alternate EOC Facilities**
   - A mobile command and control vehicle will serve as the alternate EOC until the appropriate ECC/EOC is operational

**U. COMMUNICATIONS**

Rapid and timely communication of information to the university public during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

The University of Texas at Austin utilizes several means of communication in managing varying levels of incidents. These means of communication will be tested for proper functionality each month in accordance with the office of Campus Safety & Security. It is the responsibility of each member of university agencies involved in emergency management to be familiar with these means of communication. Individuals must also ensure that their personal contact information and the contact information of their subordinates are up to date and accurate in order for proper communication. Discrepancies in contact information
will be reported through supervisory channels and addressed as soon as possible.

1. **Emergency Web Page**
   Up-to-date information regarding the status of the university is always available on the university’s emergency web page. During and following emergency situations, information as it applies to the university public will be posted on this Web page as it becomes available, including information about such things as university closure, etc. This Web page also provides links to department-specific information (i.e., entertainment venue and program changes, class schedules and emergency operations procedures and schedule changes for UT-shuttle buses). In the event of an emergency situation or campus crises, it is the responsibility of each department to update the emergency web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

2. **Outdoor Warning System**
   Outdoor speakers are located in several places on the university campus in order to alert students, faculty, staff, and visitors on university grounds of an emergency. Both warning tones and recorded voice messages will be used to direct those who are in audible range of the outdoor speaker system. The audible tones and voice messages will direct all personnel to seek shelter inside. Additional information will be provided through the campus emergency alert system (EAS) as provided through campus cable, e-mail, and AWACS pagers.

3. **Emergency Text Messaging/Communications Platform-Everbridge**
   This advanced communication platform allows specific personnel to be notified of an emergency through text messages, AWACS pagers, cell phones, landline phones, and e-mails; with the ability to tie-in through open architecture technology to other notification platforms that have the capability of capturing both computer desktops and flat panel monitor systems. The platform is capable of automatically delivering text and spoken messages to university personnel simultaneously in select groups or on an individual basis. Messages will also be delivered to pagers and cellphones in order to ensure that individuals have received notification of an incident regardless of their current locations.

4. **Austin Warning and Communications System (AWACS) Pagers**
   The use of the AWACS pagers continues to be a critical part of the emergency communications strategy for The University of Texas at Austin. There are three levels of university personnel who will have access to pagers. A number of these are mission-critical personnel assigned as part of an inter-local agreement with the City of Austin. These pagers can be initiated both through the AWACS dispatch center of through the UTPD Dispatch Center. Pagers will be utilized to alert staff during emergencies for a variety of reasons and are part of a multi-level communications continuum.
5. AWACS Pager Carry Designations

University personnel and departments/agencies selected to carry AWACS pagers are designated as either Category A, B, or C carriers.

- **Category A (24/7):** Personnel designated with Category A pager responsibilities are required to have their assigned pager on their persons or at their fixed work stations, 24 hours per day and 7 days per week or for the length of their on-call assignments. This assignment carries with it the expectation of immediate response as the pager message indicates, and this responsibility may include the activation of a secondary communications procedure. All Category A carrier-staffed departments and positions will have at least one primary and one secondary personnel assignment trained for this responsibility, and Category A pager assignments include:
  - UTPD Dispatch (two pagers)
  - UTPD shift commander and designated alternate
  - UTPD on-call personnel
  - EHS on-call personnel
  - Facilities Services personnel
  - Utilities control personnel
  - On-call staff as designated by The Division of Housing and Food Service/Residence Life
  - The Division of Housing and Food Service (DHFS) pager-carrying personnel: two night supervisors, associate director for Residence Life, assistant director for Residence Life, DHFS safety coordinator
  - Additional positions as determined necessary

- **Category B (normal working hours):** University personnel designated with Category B pager responsibilities are required to have their assigned AWACS pagers on their persons or at their fixed work stations during their normal working hours. This assignment carries with it the expectation that the designated individual will be proficient with pager functions, and understand that immediate response is required as the pager message indicates. This responsibility may include the activation of a secondary communications procedure. All Category B carrier-staffed departments and positions will have at least one primary and one secondary personnel assignment trained for this responsibility, and Category B pager assignments include:
  - UTPD personnel
  - University Fire Marshal
  - Fire Prevention Services personnel
  - Fire Safety Systems personnel
  - EHS personnel
  - UHS personnel
  - CMHC personnel
  - Building managers
  - College, school, and departmental designated representatives
  - Representatives of the internal support team
• Core Crisis Management Response Team representative
• Critical Incident Response Team representative
• Safety coordinators
• Guards (as determined by UTPD and/or PTS)
• Event coordinators

• **Category C (periods with potential for standard communications disruptions):** University personnel designated with Category C pager responsibilities are required to have their assigned AWACS pagers on their persons or at their fixed work stations when an event has occurred involving the potential for standard communications disruptions (i.e., severe weather, or campus-wide, city-wide or county-wide disasters). Such an event may warrant the requirement for continual operational instructions or public information updates. All Category C carrier-staffed departments and positions will have at least one primary and one secondary personnel assignment trained for this responsibility, and Category C pager assignments include:
  • Executive Assistant to the President
  • Executive Vice President & Provost
  • Deputy to the President
  • Vice President for Legal Affairs
  • Sr. Vice President & Chief Financial Officer
  • Office of the Dean of Students
  • University Communications
  • Additional positions as determined necessary

6. **Greater Austin/Travis County Regional Radio System (GATRRS)**
The purpose of the Greater Austin/Travis County Regional Radio System (GATRRS) is to improve the ability of public safety and public service agencies to communicate and cooperate with each other, to allow direct access to, and exchange, of data. The GATRRS is a partnership agreement between the City of Austin, Travis County, Austin Independent School District, and the University of Texas at Austin.

7. **University Group E-mail**
Mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation. The university employs the following types of e-mails:
  • Informational: any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions); university employees and students may unsubscribe from receiving informational messages via the university group e-mail system
• Operational: communication that requires some action on the recipient’s part or a required notification by the university (i.e., a message about benefits eligible information)
• Official: a non-urgent communication from an executive officer (i.e., a message from the university president)
• Urgent: an urgent announcement from an executive officer regarding an imminent event, such as the school closing

8. **Local Media**
   University Communications sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the university depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

9. **Fire Panel System/Emergency Communications System (ECS) Interface**
   Buildings equipped with addressable fire panel systems incorporate an ECS designed to provide “real time” instructions and/or information, either remotely or locally in emergencies in order to make announcements to the entire building regarding evacuation, sheltering, or lockdown procedures.

10. **Text Messaging**
    Through partnership with a third party provider, emergency officials have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. This provides emergency officials with another option to communicate with faculty, staff and students during a crisis.

11. **Voicemail to Office Telephones**
    This tool leaves a voice message on every faculty and staff member’s office phone on campus.

12. **Telephone Tree**
    Certain offices implement a telephone tree of departmental contacts that is initiated during an emergency.

13. **Flat Panel Monitors**
    Residence halls and several of our public gathering places have flat-panel televisions where emergency announcements may be posted. These screens are owned by the departments that provide them and are dispersed throughout campus.

14. **Cable Television Emergency Alert System**
    Campus and Dorm cable operate a cable television channel available in most on campus dorms. While normally used to convey information about on-campus events and dorm-relevant information, officials can tap into this system to deliver important information to students during an emergency situation. This is tied into the national public warning system known as Emergency Alert System (EAS).
15. Public Safety Patrol Car Announcements

UTPD patrol cars are equipped with PA systems, which officers can use to provide instructions to pedestrians during emergencies.


If there were an emergency or a campus closure, students, faculty, and staff could call this main number for current information.

17. Texas Student Media

- **Student Radio 91.7 FM (KVRX):** During emergency situations, officials can disseminate important information to the student radio station for broadcast to students, faculty, and staff.
- **Texas Student Television (K09VR):** Texas Student Television broadcasts on dorm channel 15, local cable channel 16, and antenna 9. During emergency situations, officials can disseminate important information to the student television station for broadcast.
- **Daily Texan:** In the event of a prolonged emergency situation or in the aftermath of an event where recovery is ongoing, emergency officials can utilize the student newspaper to make announcements and keep the campus population updated on the progress of the event or the recovery.

V. COMMUNICATION MATRIX

The timely receipt of emergency communications is crucial for certain key personnel, offices, and departments. Although the need for emergency notifications is often event-specific and self-identified, core support offices are always notified and represented in the matrix by the letter “I”. These key offices and personnel include: UTPD, The Office of the Senior Vice President and CFO, the office of AVPCS&S, the director of Communications for University Operations, and, when an incident involves a student, The Office of the Dean of Students.

Based on the nature and extent of the emergency event/situation, a process will be put in place for the dissemination of communications to specialty teams and sub-specialty teams. This communications dissemination will include: the president’s Core Crisis Management Team, the VP Council, and the Vice President for Legal Affairs, and, as necessary, The University of Texas System Chancellor and Board of Reagents. To aid in the initial dispatch of critical communications, a matrix has been developed that identifies critical communications-receiving individuals, offices, and departments. In this matrix, these key personnel and offices are cross-referenced with specific types of incidents. A letter of priority notification is then assigned to each position, office, or department. The priority classifications are as follows: I (requires initial notification), A (requires immediate notification), B (requires immediate notification at the direction of the Senior Vice President and CFO), and C (requires notification at the direction of the Core Crisis Management Team—Executive Policy Council). Those positions, offices and departments that have self-identified as needing immediate notification must have an operational response plan for emergency incidents.
### Protocol #1: Incident Advisory - Negligible Threat

Advisory to the campus community of an incident that is being responded to by emergency authorities but not disruptive to the entire campus. Minor Fire Emergency (NO SMOKE), Minor Hazardous Materials Incident, Minor Pedestrian Accident, Minor Bicycle Accident, Minor Auto Accident, Suspicious Odor Investigation, Suspicious Package, Building Systems ITS Phone Emergency (Minor Outage), Telecom Emergency (Minor Outage), Minor Data/Network Emergency, Minor Utility Emergency (1 - 3 buildings), Evacuation of a Building, Threat to Campus, Study Abroad Incident

<table>
<thead>
<tr>
<th>Protocol Type</th>
<th>Advisory</th>
<th>Who Activates</th>
<th>Frequency</th>
<th>Initial</th>
<th>1st Follow</th>
<th>2nd Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rapid Notification - Outlook Mail Message</td>
<td>UT Police Communications</td>
<td>Once (Within 5 minutes of incident receipt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Everbridge Pager Message</td>
<td>UT Police Communications</td>
<td>Once (Within 5 minutes of incident receipt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>UT Event List (Optional)</td>
<td>UT Operations Communications</td>
<td>Start &amp; Finish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UTPD Social Media (Suicide Event Exempt)</td>
<td>UT Operations Communications</td>
<td>Start &amp; Finish (Updates every 15 minutes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Significant Incident Notification - Outlook Mail Message</td>
<td>UT Police Incident Command</td>
<td>Once (At incident conclusion)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Protocol #2: Timely Warning - Ongoing Threat

Warning to the campus community of certain crimes and incidents which have already occurred and will aid in the prevention of similar crimes or incidents. Incident on campus that is being responded to by emergency authorities and is disruptive to a part of the campus; Minor Hazardous Material Emergency, Minor Fire Emergency, Evacuation of a Building or Public Venue, Utility Emergency (4-10 buildings), Act of Violence, Aggravated Assault, Sexual Assault, Robbery, Stalking, Burglary, Motor Vehicle Theft, Arson, Hate Crimes, Theft, Simple Assault, Intimidation, Vandalism

<table>
<thead>
<tr>
<th>Protocol Type</th>
<th>Advisory</th>
<th>Who Activates</th>
<th>Frequency</th>
<th>Initial</th>
<th>1st Follow</th>
<th>2nd Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rapid Notification - Outlook Mail Message</td>
<td>UT Police Communications</td>
<td>Once (Within 5 minutes of incident receipt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Everbridge Pager Message</td>
<td>UT Police Communications</td>
<td>Once (Within 5 minutes of incident receipt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Timely Warning - Campus Email</td>
<td>UT Operations Communications</td>
<td>Once</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UTPD Social Media</td>
<td>UT Operations Communications</td>
<td>Start &amp; Finish</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Protocol #3: Emergency Notification - Immediate Threat

Notification to the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus. Incident on campus that is being responded to by emergency authorities and is a major disruption to the campus. CREDIBLE THREAT TO CAMPUS Weather Emergency, Ice Condition Emergency, Water/Flood Damage Emergency, Major Fire, Human Injury Medical Emergency, Food Poisoning Medical Emergency, Hazardous Material Emergency, Campus Evacuation, Utility Emergency (10+ buildings), Bomb Threat, Riot/Civil Disobedience, Active Shooter Situation, Hostage Situation

<table>
<thead>
<tr>
<th>Protocol Type</th>
<th>Advisory</th>
<th>Who Activates</th>
<th>Frequency</th>
<th>Initial</th>
<th>1st Follow</th>
<th>2nd Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rapid Notification - Outlook Mail Message</td>
<td>UT Police Communications</td>
<td>Once</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Everbridge Pager Message</td>
<td>UT Police Communications</td>
<td>Once</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Emergency Notification - SMS Message</td>
<td>UT Police Communications</td>
<td>Once</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UT Operations Communications</td>
<td>Start &amp; Finish and every 15 Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Emergency Preparedness</td>
<td>Start &amp; Finish and every 15 Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Emergency Preparedness / ITS</td>
<td>Start &amp; Finish and every 15 Minutes</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Communication Plan for Critical Incidents that are Channeled through UTPD

**LARGE-SCALE EMERGENCY EVENT COMMUNICATIONS:**

This chart represents the flow of alert notifications and communications during a large-scale emergency on university property. It does not reflect decision making activities. In all campus emergencies, the university president acts as decision maker on mission-critical issues.

**Chief UTPD**

**IMMEDIATE NOTIFICATION:**
- Sirens, Pagers, Text Messages

**ALL OTHER TIMES:**
- Pagers, Text Messaging

**EOC Activated**

**Chief Communications Officer and/or Director of University Media Relations**

- PIO on scene to manage media
- Update EOC and JIC

**UTPD**

- Gating messages on 1-3434
- BACS Lockdown

**AVP Campus Safety & Security**

- Liaises with VP for University Operations and CCMT members as deemed necessary

**Director of Police**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**EOC Activated**

**University Communications**

- PIO on scene to manage media and update EOC and JIC
- Develop post event messaging (e.g. CCMT decisions/directions, talking points for president)
- Develop and coordinate communications with deans, chairs, etc.

**University Operations**

- Email to Event/Incident list (University Leadership)
- Email to Faculty, Staff, Students

**Communications Director/Asst. Director**

- Initial message on Emergency Webpage

**UT System**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**Director Emergency Preparedness**

- Update social media
- Develop and coordinate communications with deans, chairs, etc.

**Core Crisis Management Team (CCMT)**

- Update social media
- Develop and coordinate communications with deans, chairs, etc.

**UT System**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**Communications Director/Asst. Director University Operations**

- PIO on scene to manage media and update EOC and JIC
- Develop post event messaging (e.g. CCMT decisions/directions, talking points for president)
- Develop and coordinate communications with deans, chairs, etc.

**Director of Police**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**EOC Activated**

**Chief Communications Officer and/or Director of University Media Relations**

- PIO on scene to manage media
- Update EOC and JIC

**UTPD**

- Gating messages on 1-3434
- BACS Lockdown

**AVP Campus Safety & Security**

- Liaises with VP for University Operations and CCMT members as deemed necessary

**Director of Police**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**EOC Activated**

**University Communications**

- PIO on scene to manage media and update EOC and JIC
- Develop post event messaging (e.g. CCMT decisions/directions, talking points for president)
- Develop and coordinate communications with deans, chairs, etc.

**University Operations**

- Email to Event/Incident list (University Leadership)
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**Director Emergency Preparedness**

- Update social media
- Develop and coordinate communications with deans, chairs, etc.

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- BACS Lockdown

**AVP Campus Safety & Security**

- Liaises with VP for University Operations and CCMT members as deemed necessary

**Director of Police**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**EOC Activated**

**University Communications**

- PIO on scene to manage media and update EOC and JIC
- Develop post event messaging (e.g. CCMT decisions/directions, talking points for president)
- Develop and coordinate communications with deans, chairs, etc.

**University Operations**

- Email to Event/Incident list (University Leadership)
- Email to faculty, staff, students

**Director Emergency Preparedness**

- Update social media
- Develop and coordinate communications with deans, chairs, etc.

**Core Crisis Management Team (CCMT)**

- Update social media
- Develop and coordinate communications with deans, chairs, etc.
W. **ADMINISTRATION AND SUPPORT**

1. **Agreements and Contracts**
   Should university resources prove to be inadequate during an emergency, requests will be made for assistance from The University of Texas System, local jurisdictions, and other agencies 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, and should follow these guidelines:
   - All agreements will be entered into by authorized officials and should be in writing whenever possible
   - Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents

2. **Reports**

   **Hazmat Spill Reports**
   - If the university is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report
   - If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are made
   - See the Hazardous Materials and Oil Spill Response Annex, for more information

   **Initial Emergency Reports**
   - An initial emergency report is a short report that should be prepared and transmitted by the appropriate ECC/EOC/CCMT when an ongoing emergency incident appears likely to worsen and assistance from other local governments or the state may be needed
   - See the Direction and Control Annex for the format and instructions for this report

   **Situation Reports**
   - A daily situation report should be prepared and distributed by the appropriate ECC, EOC, CCMT during major emergencies or disasters
   - See the Direction and Control Annex, for the format of and instructions for this report

   **Other Reports**
   - Several other reports covering specific functions are described in the annexes to this plan

3. **Record Keeping for Emergency Operations**
   Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds, and must provide reasonable accountability and justification for expenditures made to support emergency operations within the
respective area. This will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

4. Activity Logs
   The ICP, ECC, and the EOC will maintain accurate logs recording key response activities, including:
   - Activation or deactivation of emergency facilities
   - Emergency notifications to other local governments and to state and federal agencies
   - Significant changes in the emergency situation
   - Major commitments of resources or requests for additional resources from external sources
   - Issuance of protective action recommendations to the public
   - Evacuations
   - Casualties
   - Containment or termination of the incident

5. Incident Costs
   All departments and agencies will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department/agency budgets.

6. Emergency or Disaster Costs
   For major emergencies or disasters, all departments and agencies participating in the emergency response will maintain detailed records of costs for emergency operations, including:
   - Personnel costs, especially overtime costs
   - Equipment operations costs
   - Costs for leased or rented equipment
   - Costs for contract services to support emergency operations
   - Costs of specialized supplies expended for emergency operations
   NOTE: 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

7. Preservation of Records
   In order to continue normal government operations following an emergency situation/disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.
   - Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs
   - If records are damaged during an emergency situation, the university will seek professional assistance to preserve and restore them
8. **Public Protection**

Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the university attorney.

X. **POST-INCIDENT AND EXERCISE REVIEW**

The associate vice president for Campus Safety and Security is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

Y. **PLAN DEVELOPMENT AND MAINTENANCE**

1. **Plan Development**

   The Associate Vice President for Campus Safety and Security is responsible for the overall development and completion of the Emergency Management Plan, including annexes. All university departments and agencies are responsible for approving and promulgating this plan.

2. **Distribution of Planning Documents**

   - The Associate Vice President for Campus Safety and Security shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the university ECC and EOCs, The University of Texas System, and other emergency facilities.

   - Internal Support Distribution
     - President
     - Executive Vice President and Provost
     - Executive Assistant to the President
     - Deputy to the President, Office of the President
     - Senior Vice President & Chief Financial Officer
     - Vice Provost and Dean of Graduate Studies
     - Vice Provost and Director of Admissions
     - Vice Provost for Diversity and Community Engagement
     - Vice Provost and Director of University of Texas Libraries
     - Vice Provost for Faculty Affairs
     - Vice President for Development
     - Vice President for Student Affairs
     - Chief Communications Officer for the Office of the President
     - Vice President for Research
     - Vice President for Legal Affairs
• Vice President for Community & School Relations
• Associate Vice President and Budget Director
• Associate Vice President for Campus Safety & Security
• Associate Vice President for Human Resource Services
• Associate Vice President and Chief Information Officer
• Sr. Associate Vice President for Campus Planning & Facilities Management
• Associate Vice President for Research
• Associate Vice President for Student Affairs/Dean of Students
• Associate Vice President and Director of Institutional Research
• Associate Vice President for Instructional Innovation & Assessment, Continuing and Innovation Education
• Chair, Faculty Council
• Chair, University Staff Council
• Executive Director, The Texas Exes
• Director-Fire Marshal, Fire Prevention Services
• Chief of Police, University Police Department
• University Police Department
• Director, Emergency Preparedness
• Director, Environmental Health & Safety
• Director, Parking & Transportation
• Director, Facilities Services
• Director, Utilities & Energy Management
• Director, Division of Housing and Food Service
• Director, University Health Services
• Director, Counseling and Mental Health Center
• Director, Intercollegiate Athletics
• Director, Women’s Athletics and M/W Athletics Ext. Services
• Director, Student Activities and Leadership Development
• Director, Greek Life and Education
• Director, New Student Services
• Sr. Associate Dean of Students
• Dean, College of Pharmacy
• Dean, College of Natural Sciences
• Dean, School of Nursing
• Dean, Lyndon B. Johnson School of Public Affairs
• Dean, School of Architecture
• Dean, College of Engineering
• Dean, School of Social Work
• Dean, School of Information
• Dean, Jackson School of Geosciences
• Dean, College of Fine Arts
• Dean Red McCombs School of Business
• Dean, School of Law
• Dean, College of Communications
• Dean, College of Education
• Dean, College of Liberal Arts
• Assistant Dean for Student Judicial Services
• Assistant Dean for Services for Students with Disabilities
• Assistant Dean of Students (Coordinator of Emergency Services)
• International Office
• International Student and Scholar Services

• External Support Distribution
  • City of Austin Office of Homeland Security and Emergency Management
  • Capital Area Council of Governments

3. Maintenance

  Review
  • This plan and its annexes shall be reviewed annually by all appropriate university officials.
  • The associate vice president for Campus Safety and Security will establish a schedule for annual review of planning documents by those tasked in them.

  Update
  • This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
  • This plan and its annexes must be revised or updated with a formal change at least every five years. Responsibility for revising or updating this plan is assigned to the associate vice president for Campus Safety and Security. 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.
  • The Associate Vice President for Campus Safety & Security is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.
Z. ACTION PLANS

Every response to an incident must have an oral or written action plan. The purpose of an action plan is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved are always prepared around a time frame called an operational period.

Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common with many large incidents. It is not unusual, however, to have much shorter operational periods covering, for example, two- or four-hour time periods. The length of an operational period will be based on the needs of the incident, and these can change over the course of the incident.

The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans. Incidents extending through the operational period should also have written incident action plans to ensure continuity due to personnel changes. The decision to have a written action plan will be made by the incident commander, and essential elements in any written or oral incident action plan are:

1. **Statement of Objectives**: A list or outline of objectives that are appropriate to the overall incident.

2. **Organization**: A description of what parts of the ICS organization will be in place for each operational period.

3. **Assignments to Accomplish the Objectives**: A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used.

4. **Supporting Material**: A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

**NOTE**: The incident action plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.
APPENDIX
INCIDENT COMMAND SYSTEM OVERVIEW

ICS Description
The Incident Command System (ICS) is a commonly accepted emergency management structure. The ICS is designed especially for incidents that involve not only internal, but also city, state, and federal agencies and multiple political jurisdictions.

NOTE: The University of Texas at Austin recognizes and utilizes the Austin-Travis County Multi-Agency Incident Command System (ICS).

ICS Use
The Incident Command System (ICS) can be used to manage an emergency or a non-emergency event.

ICS Structure
The structure of the ICS organization chart allows considerable flexibility. Only those positions necessary to manage the incident need to be filled. The organization can be enlarged or diminished to meet the specific level of the emergency. This makes the ICS a very efficient emergency management system. An individual may be assigned to more than one function in the Incident Command System, but the functions of the system are not combined.

Where ICS Functions Are Performed
Depending on the type, complexity, and location of the incident, the functions and activities of the ICS and Support Groups are performed at the following locations:

1. On-Scene Location of Incident
2. University Operations Center
3. President’s CCMT Area
4. City of Austin and Travis County EOC
5. Alternate Operation Centers

Unified Command (UC)
In ICS, unified command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

The UC is responsible for the overall management of the incident.

The UC directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources.
The UC may activate deputy incident commanders to assist in carrying out incident command responsibilities.

ICS Organization
The organization of the ICS is built around the following major management activities.

Command
- Sets objectives and priorities
- Has overall responsibility at the incident or event

Operations
- Conducts tactical operations to carry out the plan
- Develops the tactical objectives and organization, and directs all resources

Planning
- Develops the action plan to accomplish the objectives
- Collects and evaluates information
- Maintains resource status

Logistics
- Provides support to meet incident needs
- Provides resources and all other services needed to support the incident

Finance/Administration
- Monitors costs related to the incident
- Provides accounting, procurement, time recording, and cost analysis
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