UNT Emergency Management Plan (EMP)

Risk Management Services
Emergency Management

Primary Focus and Objectives of EMP

- Protect and save lives
- Protect property and critical infrastructure
- Maintain or quickly resume University operations

EMP Structure

- Legal Authorities (P.1)
- Introduction (P.2)
- Situation and Assumptions (P.4)
- Concept of Operations (P.12)
- Local, State, and Federal Assistance (P.19)
- Organization and Responsibilities (P.23)
- Plan Development & Maintenance (P.31)
- Attachments (P.34-56)

I. Legal Authorities

- Local
  - Through university policies and signature from President
- State
  - Texas Education Code 51.217 gives authority for an EMP
- Federal
  - Stafford Act allows federal government to provide assistance to States

II. Introduction

- Mission Statement
  - Enhance capabilities to address hazards that threaten campus
  - Become sustainable and resilient
- Purpose
  - Provides framework for the university to respond
- Scope
  - Applies to the UNT main campus

III. Situation and Assumptions

- Provides a list of assumed operational conditions
- Assists in developing protocols and procedures
- Examples:
  - A major disaster can occur at any time/place
  - Mitigation actions can reduce or prevent losses
  - UNT must carry out initial response until help arrives

IV. Concept of Operations

- Provides detailed information on the plan's functionality to include:
    - Actions by phase of Emergency Management
    - Readiness Levels
    - Multi-Agency Coordination System
        - Emergency Operations Center (EOC)
        - Incident Command (IC)

Actions by Phase

- Mitigation
  - Take actions to reduce or eliminate risk
  - Example: Public education and outreach
- Preparedness
  - Take actions to improve response
  - Example: Exercising/Testing plans and procedures
- Response
  - Take actions to save lives and protect property
  - Example: Warning campus community of threat
- Recovery
  - Take actions to restore university to normal operations
  - Example: Removing debris

Readiness Levels

- Used to reflect a need for increased coordination

- Four Readiness Levels:
  - Level 4: Normal Conditions
    - Small emergencies and limited assistance
  - Level 3: Increased Readiness
    - Potential threat on horizon (EX: tornado watch)
  - Level 2: High Readiness
    - Threat is immediate and could cause damage/loss of life
  - Level 1: Maximum Readiness
    - Threat has impacted the university and caused widespread damage

Multi-Agency Coordination System (MACS)

- MACS involve coordination between field and support operations
- Emergency Operation Centers (EOCs)
  - Used to support field operations
  - Activated for major events
- Incident Command Post (ICP)
  - Used to command and direct field response
  - Communicates operational needs to EOC

EOC Responsibilities

 - Provides resource support to field operations
 - Issues warning, instructions, and information to UNT community
 - Organizes and implements large scale evacuation and shelter arrangements
 - Coordinates traffic control for evacuations
 - Activates contracts and mutual aid agreements for needed resources
 - Requests assistance from external sources

Incident Command Responsibilities

- Isolates and secures the scene
- Directs and controls the on-scene response
- Determines and implements protective measures for the population
- Implements traffic control arrangements for the event.
- Requests additional resources from the EOC

V. Local, State, and Federal Assistance

- Provides guidance for the following:
  - Requesting external assistance
  - Preserving records
- UNT will request external resources if:
  - Resources are not available internally
  - Resources are not covered by contracts/Mutual Aid
- See page 20 in the EMP for a resource request flow chart

Record Keeping

- Records Management Policy
  - All records and information generated from emergency must comply
  - Policy found at www.policy.unt.edu
- Records Retention Schedule (RRS)
  - States which records are considered "vital"
  - States how long certain records must be preserved
  - RRS is found at www.records.unt.edu
- Emergency Costs
  - All departments must maintain record of costs incurred during an emergency.

VI. Organization & Responsibilities

- Provides roles, responsibilities and relationships during emergencies
  - Org charts are found on pages 23 & 24
- Lists department responsibilities and expectations
  - Departments retain administrative control over their resources during an emergency
  - Departments have responsibilities to prepare for and respond to emergencies
- Lists and details "Safety Groups" on campus

Preparedness Phase Responsibilities for Departments

- Undertake continuity planning
- Develop plans, policies, and procedures to assist in the completion of tasks as described in the plan
- Maintain inventory of all departmental assets, including all emergency contracts
- Receive training to build capabilities
- Participate in emergency drills and exercises

Response Phase Responsibilities for Departments

- Continue to provide services during an emergency to the extent possible
- Support the EOC and the Incident Commander
- Provide situation reports to the EOC as requested
- Maintain records as stated in the Record Keeping section of the EMP

Campus Safety Groups

- Emergency Management Advisory Committee (EMAC)
- CARE Team
- Environmental Oversight and Risk Review Committee (EORRC)
- Crime Statistics Committee
- Health Crisis Team

Emergency Management Advisory Committee

- Consists of executive leadership at UNT
- Reviews and evaluates emergency plans and procedures
- Meets at least once each long semester to discuss emergency management issues

CARE Team

- Addresses student mental health issues at UNT
- Provides a means of identifying, intervening, and responding to students whose behavior poses a risk to themselves or others
- If you know a student who needs help contact the CARE Team by:
  - Phone: 940-565-4373
  - Email: careteam@unt.edu

Environmental Oversight and Risk Review Committee

- Reviews all risks and provides oversight of environmental activities
- Recommends remediation actions
- Disseminates environmental health and safety information

Crime Statistics Committee

- Prepares and reviews the annual Campus Security Report (Clery Report)
- Publishes report to the campus community
    - Report includes the following:
        - Safety and security policies
        - Crime statistics
        - Programs to address campus safety
    - Report can be found at: http://studentaffairs.unt.edu/clery.html

Health Crisis Team

- Responds to reports of public health concerns at UNT
- Creates and distributes public information to raise awareness of issues
- Determines appropriate prophylactic actions

VII. Plan Development and Maintenance

- Details the following:
  - Plan Review
    - Occurs every two years
  - Plan updated
    - Occurs after actual or simulated events
    - Addresses any gaps/changes discovered
  - Education and Outreach
  - Tests and Training
    - Perform one drill or exercise each long semester
    - Test plans and procedures to identify gaps and build capabilities
  - Plan Distribution
    - Internal and External stakeholders
    - Provided as a digital copy

VIII. Attachments

- Attachment A: Plan Definitions
- Attachment B: Emergency Support Functions (ESFs)
- Attachment C: NIMS Summary
- Attachment D: NIMS Adoption Letter
- Attachment E: NIMS Training
- Attachment F: Summary of Agreements and Contracts
- Attachment G: Lines of Succession
- Attachment H: Emergency Management Advisory Committee (EMAC)

Attachment B
Emergency Support Functions

- An organizational structure to provide support, resources, program implementation, and services.

- Please check Attachment B to see if your department is part of an Emergency Support Function.

Contact Information

- Contact RMS Emergency Management for questions regarding emergency plans/procedures.
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