

UNIVERSITY OF NORTH TEXAS EMERGENCY MANAGEMENT PLAN

October 2012

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Letter of Promulgation

Dear UNT community,

UNT is committed to ensuring the continued safety and well-being of its campus community. In recent years, a number of emergencies and disasters have impacted institutions of higher education, revealing the need for advanced emergency preparedness. With a community that is the size of a small city, it is especially important that UNT has sound, dynamic plans in order to be well prepared to handle these types of situations.

The **Emergency Management Advisory Committee** has developed this Emergency Management Plan to serve as a guide for UNT's efforts to mitigate, prepare for, respond to, and recover from all types of emergencies and disasters. To ensure effective coordination, UNT sought input from a diverse group that includes campus community members, the City of Denton and Denton County. The plan lays the foundation for future emergency planning efforts; education and training for students, faculty, and staff; and periodic drills and exercises to test the efficacy of our emergency plans.

Please do your part to ensure your safety and the safety of your family, friends, co-workers and classmates by reviewing this plan. You also can prepare yourself in the following ways:

- Keep your contact information up to date at <https://my.unt.edu> so you always can be reached through Eagle Alerts.
- Learn about the natural and man-made hazards that you may face as a resident of North Texas and about the appropriate actions to take in response.
- Make a personal and/or family emergency plan and keep it up to date.
- Volunteer at an emergency-oriented nonprofit organization.

You can help UNT maintain and strengthen a culture of preparedness by staying informed and engaged.

Sincerely,

V. Lane Rawlins

President

Approval

The University of North Texas Emergency Management Plan is hereby approved. This plan is effective immediately and replaces all previous editions.

President

Date

Record of Changes

| Date | Change Entered By | Section(s) Revised |
|-----------|-----------------------|--|
| 7/26/11 | Ryan Abbott | <p>Updated Situation Statement;</p> <p>Updated Appendix B: Glossary;</p> <p>Added Appendix C: Acronyms;</p> <p>Updated Appendix F: Training;</p> <p>Updated Appendix I: Lines of Succession;</p> <p>Updated Appendix J: Emergency Management Advisory Committee;</p> <p>Updated Attachment: Emergency Notification Protocol; and</p> <p>Added Attachment: Emergency Operations Center Standard Operating Procedures</p> |
| 9/14/12 | Brad Scott/Blake Abbe | <p>Added Attachment B: ESFs;</p> <p>Changed "Threat Levels" to "Readiness Levels" and went from three levels of activation to four;</p> <p>Changed formatting of EMP to an ESF format;</p> <p>Edited Hazard Definitions;</p> <p>Added Attachment A: Plan Definitions;</p> <p>Added Concept of Operation;</p> <p>Updated Requesting Local, State, and Federal Assistance;</p> <p>Updated Summary of Agreements and Contracts;</p> <p>Updated Campus Safety Groups;</p> <p>Changed the Mission under "Introduction;"</p> |
| 12/4/2012 | Blake Abbe | <p>Added Legal Authorities (Records Management)</p> <p>Updated "Record Keeping" under Section V.</p> <p>Updated Roles and Responsibilities (EOC)</p> |

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I. Legal Authorities

A. Overview

The authority for this UNT EMP is derived from a variety of sources, including Federal, state, and local laws as well as various University policies. The following list presents the core statutes, ordinances, and policies which guide emergency planning at UNT.

B. Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- Emergency Planning and Community Right-To-Know Act, 42 U.S.C. Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Presidential Directive 5 (Management of Domestic Incidents)
- Homeland Security Presidential Directive 8 (National Preparedness)
- National Response Framework
- Higher Education Opportunity Act, 34 CFR 668.46

C. State

- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 441 (Preservation and Management of State Records)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Government Code, Chapter 79 (Liability of Persons Assisting in Hazardous or Dangerous Situations)
- Health and Safety Code, Chapter 778 (Emergency Management Assistance Compact)

- Administrative Code, Title 13, Part 1, Chapter 6 (Administrative Rules of Texas State Library and Archives Commission)
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- Education Code 51 (Provisions Generally Applicable to Higher Education)

II. Introduction

A. Overview

UNT is committed to providing a safe environment for its community to live, learn, work, and grow together. Commensurate with this commitment and in an effort to achieve the goals stated in UNT's Strategic Plan¹, a comprehensive program of emergency management has been undertaken to build, sustain, and improve UNT's capability to cope with hazardous events that pose, or have the potential to pose, a threat to campus inhabitants, infrastructure, and systems.

B. Mission

To build and enhance the University of North Texas' capabilities to prepare for, protect against, respond to, recover from, and mitigate all Hazards that threaten the campus community in order to create a sustainable and resilient University.

C. Purpose

The UNT Emergency Management Plan (UNT EMP) outlines UNT's approach to emergency operations, providing a flexible framework within which UNT staff, **External Agencies**, and other organizations will work together to mitigate against, prepare for, respond to, and recover from emergencies. It broadly defines the policies, organizational arrangements, and tasks that UNT will use to respond to emergency situations.

The UNT EMP provides strategic direction to emergency **Response** by outlining the common tasks that departments, agencies, and organizations will carry out during emergency operations. Accompanying standard operating procedures developed subsequent to the UNT EMP describe how the tasks described in it will be accomplished.

¹ The 2012-2017 Strategic Plan includes the following goals: provide the best undergraduate educational experience in Texas; Provide superior graduate education, scholarship and artistic endeavors and achieve status among the nation's tier-one research institutions; Become a national leader among universities in student support, employee relations, operational effectiveness and service to constituencies; and Establish UNT as a nationally recognized, engaged university and regional leader by building and expanding mutually beneficial partnerships and resources.

D. Scope

The UNT EMP addresses emergencies that may affect the UNT campus in Denton, Texas. Because emergencies and disasters can result in unpredictable and dynamic circumstances, this plan should be viewed as a flexible framework of roles and responsibilities. Those involved with emergency operations should use this document to gain a clear understanding of what may be expected of them in the event of an emergency. In addition, this plan should be used as a building block for future training and will contribute to a more in depth understanding of how different departments, agencies, and individuals work together to effectively respond to and recover from disasters.

III. Situation and Assumptions

A. Overview

The University of North Texas (UNT) is located in Denton, Texas (population 119,000) on the northernmost edge of the Dallas-Fort Worth Metroplex at the junction of Interstate 35 East and West. Situated on more than 800 acres, the UNT campus is home to more than 160 buildings and 14 residence halls. UNT's diverse community of more than 40,000 includes approximately 6,000 on-campus residents, 5,000 faculty and staff, 3,000 international students, and 500 children under the age of 17.

B. Situation

The University of North Texas is vulnerable to a number of natural and man-made hazards. Current and emerging hazards have the ability to cause casualties, damage or destroy property, and disrupt the continuity of University operations. Events can result in both qualitative and quantitative losses and can vary greatly depending on size and scope of the individual hazard. A summary of these hazards along with estimated impact is provided in Table 1 on page 7.

C. Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. The following assumptions provide the basis for emergency planning at UNT.

- The University of North Texas will continue to be exposed to and subject to the impact of those hazards described in the hazard summary (Table 1) as well as hazards that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for UNT to be prepared to carry out the initial emergency response independently.
- Proper **Mitigation** actions can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- It is impossible to plan for every hazard and every scenario. By taking an all hazards planning approach, it is possible to plan and prepare for the common effects and response demands associated with natural and man-made hazards.

- The UNT EMP builds upon existing capabilities and will, to the extent possible, ensure emergency functions parallel the daily operations of those departments with assigned responsibilities. However, departments may be required to expand their services and/or perform functions that they do not ordinarily perform.
- Following an emergency or disaster, students living on campus will continue to require essential services. UNT will be required to provide these services which include but are not limited to food, water, health services, security, and shelter.

D. Hazard Vulnerability Assessment

A hazard is a potentially harmful or dangerous event, which, through its interaction with social and/or physical systems, can create an emergency, necessitating responsive actions be taken to save lives, protect property and critical infrastructure, and maintain normal operations.

Because of its geographic location, population concentration, proximity to major transportation hubs, and other risk factors, UNT is exposed to many hazards, all of which have the potential for causing casualties, damaging or destroying buildings and other critical infrastructure, and negatively impacting operations, the reputation, and mental state of the University.

In conjunction with the development of the EMP, an assessment was performed to determine the risk of various hazards to which the University may be exposed. Hazards were analyzed and ranked in terms of their likelihood of occurrence and estimated impact on safety, facilities, and the institution. The highest ranking hazards provide the basis for future **Preparedness** efforts, including plans, training, and testing.

Table 1: Hazard Vulnerability Assessment

| Hazard/Threat | Probability | Human Impact | Facilities Impact | | Institutional Impact | | | Overall Impact (Average) | Risk |
|---|--------------------------|------------------------------|----------------------|----------------|---------------------------------------|----------------------|-------------------------------------|--------------------------|------------------------------|
| | Likelihood of occurrence | Potential deaths or injuries | Damage to facilities | Cost to repair | Interruption to teaching and research | Damage to reputation | Damage to mental state of community | Average | Probability x overall impact |
| Building Fire | 4.00 | 3.40 | 4.00 | 3.40 | 3.00 | 2.80 | 3.20 | 3.30 | 13.33 |
| Tornado/High Winds | 3.70 | 3.20 | 3.90 | 3.10 | 2.60 | 1.30 | 2.70 | 2.80 | 10.45 |
| Earthquake | 3 | 4 | 3 | 3 | 3 | 3 | 4 | 3.33 | 10.00 |
| Campus Violence | 3.33 | 3.56 | 1.78 | 1.56 | 2.11 | 3.33 | 4.11 | 2.74 | 9.17 |
| Major Crimes Against Property | 3.33 | 1.89 | 3.56 | 2.67 | 2.33 | 3.00 | 3.11 | 2.76 | 9.15 |
| Public Health Emergency | 3.67 | 3.22 | 1.11 | 1.22 | 2.78 | 2.67 | 3.44 | 2.41 | 8.93 |
| Winter Weather | 4.50 | 2.30 | 2.70 | 1.70 | 1.80 | 1.30 | 1.90 | 1.95 | 8.82 |
| Hail | 4.50 | 2.60 | 2.80 | 1.90 | 1.40 | 1.10 | 1.20 | 1.83 | 8.28 |
| Lightning | 4.40 | 2.80 | 2.20 | 1.80 | 1.50 | 1.20 | 1.30 | 1.80 | 8.00 |
| Civil Disturbance | 3.22 | 2.56 | 2.00 | 1.78 | 1.89 | 2.89 | 3.56 | 2.44 | 7.83 |
| Bomb Threat | 2.44 | 3.67 | 3.00 | 2.33 | 2.67 | 3.11 | 4.11 | 3.15 | 7.72 |
| Flooding | 3.60 | 2.20 | 3.30 | 2.30 | 1.90 | 1.30 | 1.60 | 2.10 | 7.62 |
| Hazardous Materials Incident | 2.70 | 3.20 | 2.60 | 1.90 | 2.40 | 3.00 | 3.20 | 2.72 | 7.23 |
| Structural Collapse | 2.00 | 3.56 | 3.78 | 2.89 | 2.78 | 3.22 | 3.89 | 3.35 | 6.69 |
| Utility Unavailability | 3.90 | 1.20 | 1.60 | 1.70 | 1.70 | 2.00 | 1.90 | 1.68 | 6.50 |
| Major IT Infrastructure Disruption | 3.20 | 1.10 | 1.90 | 2.00 | 2.30 | 2.20 | 2.00 | 1.92 | 5.92 |
| Wildfire | 2.80 | 2.10 | 2.20 | 2.00 | 2.00 | 1.30 | 2.00 | 1.93 | 5.55 |
| Aviation Accident | 2.11 | 3.22 | 3.33 | 2.33 | 2.44 | 1.44 | 2.89 | 2.61 | 5.46 |
| Major Transportation Disruption | 3.56 | 1.67 | 1.11 | 1.22 | 2.00 | 1.33 | 1.78 | 1.52 | 5.22 |
| Major Telecommunications System Failure | 3.00 | 1.00 | 1.22 | 1.56 | 2.00 | 1.78 | 1.67 | 1.54 | 4.65 |

E. Hazard Assessment Definitions

Hazards described in the Hazard Matrix were assessed according to the following definitions. Consideration was given to prior events at the University, similar events at other Universities, and any changes or trends that could affect the frequency or impact in the future.

1. Probability

Likelihood of Occurrence

Estimate of the likelihood this event will occur in next 25 years.

- 1) Not applicable (will not occur)
- 2) Doubtful (not likely)
- 3) Possible (could occur)
- 4) Probable (very likely to occur)
- 5) Inevitable (will occur)

2. Human Impact

Estimated Impact on Health and Safety

Estimate of the number of injuries and deaths that could result from this event.

- 1) None
- 2) Few minor injuries
- 3) Multiple minor injuries or possible major injury
- 4) Multiple major injuries or possible death
- 5) Multiple deaths and major injuries

3. Facilities Impact

Damage to Facilities

Estimate of the extent of damage to campus-wide facilities.

- 1) Little or no damage
- 2) Mild damage to several areas of a building(s)
- 3) Moderate damage to multiple areas of a building(s)
- 4) Severe damage to multiple areas of a building(s)
- 5) Extensive damage to most areas of a building(s)

Cost to Repair

Estimate of the total cost to repair or replace all damaged facilities.

- 1) Less than \$100 thousand
- 2) Between \$100 thousand and \$1 million
- 3) Between \$1 million and \$5 million
- 4) Between \$5 million and \$50 million
- 5) More than \$50 million

4. Institutional Impact

Interruption to Teaching and Research

Estimate of the duration of interruption to teaching and research activities, and business operations.

- 1) Hours
- 2) Days
- 3) Weeks
- 4) Months
- 5) Year or longer

Damage to Reputation

Estimate of the negative impact this event would have on campus reputation or public image in the long term?

1. None
2. Minor
3. Moderate
4. Significant
5. Severe

Damage to Mental State of Community

Estimate of the impact this event would have on the mental state of the community.

1. None
2. Minor
3. Moderate
4. Significant
5. Severe

F. Hazard Definitions

For the purposes of this hazard vulnerability assessment, identified hazards were defined as follows.

Aviation Incident:

The presence of aircraft on campus, including crashes and emergency landings.

Bomb Threat:

A threat to detonate an explosive or incendiary device regardless of whether or not such a device actually exists.

Building Fire:

A fire that has the potential to cause major or minor damage to campus buildings and could result in injuries or fatalities.

Campus Violence:

An individual(s) who uses deadly force to kill or cause serious, life-threatening bodily injury to multiple victims. An example is an active shooter.

Civil Disturbance:

A group of people who seek to disrupt the functions of an organization or society with the goal of protesting or attempting to spread a particular message, idea, or ideology.

Communicable Disease:

Diseases transmitted through contact with contaminated people, animals, or surfaces that have the potential to spread quickly across the community.

Earthquake:

A geological event caused by a sudden release of energy in the Earth's crust, causing the ground to shake.

Explosion:

An extreme and forceful release of energy, which may be accompanied by extreme heat, gaseous vapors, and/or shrapnel.

Flooding:

An accumulation of water on land as a result of heavy rainfall or utility failure.

Hail:

Precipitation in the form of spherical or irregular pellets of ice larger than 5 millimeters in diameter.

Hazardous Material Incident:

A release of toxic substances, such as chemical, biological, or radiological substances, which are hazardous to the health of the community.

Hostage Situation:

A situation in which an individual(s) forcibly holds a person(s) against their will.

Major IT Infrastructure Disruption:

An occurrence in which campus data communications services and/or devices have been rendered inoperable.

Lightning:

Powerful atmospheric bursts of electricity that are typically accompanied by thunderstorms.

Major Crimes Against Property:

Those crimes committed against property, which affect or have the potential to affect continued operation of the facility.

Major Telecommunications System Failure:

An occurrence in which campus telecommunications services and/or devices have been rendered inoperable.

Major Transportation Disruption:

A disruption to the normal flow of traffic on or near the UNT campus that adversely affects campus operations.

Public Health Emergency:

A public health emergency is an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or a novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of human fatalities or incidents or permanent or long-term disability.

Structural Collapse:

The failure of load-bearing elements of a structure, causing the collapse of part or all of that structure.

Tornado/High Wind:

A destructive wind event which often coincides with a strong thunderstorm. In addition to tornadoes, other examples include microbursts and gustnadoes.

Utility Unavailability:

An occurrence in which one or more utility services, such as water, gas, and electricity, have been rendered inoperable.

Wildfire:

Any fire occurring on grassland, forest, or prairie, regardless of ignition sources, damages or benefits.

Winter Weather:

The occurrence of ice, snow, and/or extreme cold as a result of a winter storm.

IV. Concept of Operations

A. Objectives

The primary focus and objective of the University emergency management program is to:

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

B. Overview

The University of North Texas has an inherent responsibility to provide the safety and protection of lives, property, resources, and assets. This responsibility is fulfilled through the implementation of sound emergency management practices and includes an emphasis on effective mitigation measures, a comprehensive preparedness approach, educated responders, and efficient **Recovery** plans.

While the University will continue to engage in planning activities, the general population also has the responsibility to prepare for emergency situations. Actions will be taken to develop information and provide guidance in order to ensure UNT students, employees, and visitors are aware of hazards and appropriate actions to take in the event of a campus emergency or disaster.

The UNT EMP is based on an all-hazards approach and is intended to function as a flexible guide for those involved with response activities. It addresses the general functions that may need to be performed during any emergency and should not be viewed as a checklist for every possible scenario. The plan provides a framework within which emergency management and other departments work together to develop and maintain hazard specific and functional annexes.

This plan is not a substitute for proper training. Departments and individuals identified in this plan should be familiar with their roles and responsibilities in order to be proactive during actual events as well as training events. The UNT EMP is merely one element of the entire preparedness process and should be viewed as a living document subject to updates and improvements.

The UNT EMP builds upon existing capabilities and will, to the extent possible, ensure emergency functions parallel the daily operations of those departments with assigned responsibilities.

C. Action by Phase of Emergency Management

Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters. The standard practice is to view emergency management activities in terms of four phases: preparedness, response, recovery, and mitigation. The UNT EMP addresses the activities that UNT will undertake during all four phases of emergency management.

1. Mitigation

Hazard mitigation is sustained action taken to reduce or eliminate the risk to human life and property from hazards and include:

- Reducing and eliminating risk while avoiding repetitive losses during both pre and post-disaster.
- Improving **Warning Systems**.
- Performing public education and outreach activities.
- Identifying hazards and risks, determining an acceptable level of risk, and implementing protective actions to reduce or eliminate a risk that is deemed unacceptable.

2. Preparedness

Preparedness activities are the actions taken in advance of an emergency to ensure effective response and recovery. The preparedness activities undertaken by UNT include:

- Developing and maintaining emergency plans.
- Performing or arranging appropriate training for emergency responders, **EOC Team members**, and other appropriate UNT staff.
- Identifying and acquiring emergency equipment and facilities.
- Performing periodic tests to evaluate plans, procedures, and polices.
- Performing an **After Action Review** following any test or emergency.

3. Response

Response refers to those actions taken immediately before, during, and after an emergency to save lives and protect property and the environment. Response activities include:

- Warning populations of imminent hazards and undertaking **Evacuation**, sheltering, mass care, and search and rescue activities.
- Acquiring needed resources to support the response for an incident.
- Deploying emergency medical services, firefighting, and law enforcement assets.
- Disseminating accurate and timely information to the public.

4. Recovery

Recovery refers to the actions and implementation of programs needed to help individuals and the campus community return to normal after an emergency. Recovery involves both **Short-Term** Recovery and **Long-Term** Recovery efforts. Short-term operations seek to restore vital services to the campus and provide for the basic needs of the community. Long-term recovery focuses on restoring the campus to its normal operating state while rebuilding a more resilient and sustainable campus community.

Recovery programs include:

- Providing temporary shelter and housing for those displaced by an event.
- Restoring University services and utilities.
- Removing debris in order to begin the rebuilding process.
- Providing mental health services and grief counseling.
- Reconstruction of damaged infrastructure and facilities.

D. Readiness Levels

UNT classifies emergencies using a four-level system, according to an increasing threat to safety, facilities and infrastructure, and operations on campus. Levels may be adjusted as needed, reflecting an increased or decreased need for coordination.

1. Level 4: Normal Conditions

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an **Incident Command Post** may be established. Limited assistance may be requested from other jurisdictions pursuant to established **Inter-Local Agreements**. The University's operations are not compromised during this readiness level.
- b. The following are actions that could occur during a Level 4 state of readiness:
 - 1) Perform public education to include: presenting at orientations, distributing educational materials at special events, and plan special events and educational initiatives for recognized awareness weeks.
 - 2) Perform training for faculty and staff to prepare them to respond to an emergency situation.
 - 3) Review and update evacuation and **Shelter-in-place** procedures annually.
 - 4) Exercise and evaluate emergency policies, plans, and procedures.
 - 5) Test the **Emergency Notification System** at least once per semester.
 - 6) Perform an audit on equipment and tools annually (Ex: Weather radios and Tornado Shelter Signs).
 - 7) Review resource lists for availability and any **Mutual Aid Agreements**/contracts by February of each year.

2. Level 3: Increased Readiness

- a. Increased readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Activating "level 3" requires the identification of appropriate protective measures. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.

- 2) Flash Flood Watch indicates **Flash Flooding** is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 3) Mass Gathering For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determine additional requirements.
- b. The following are actions that could occur during a Level 3 state of readiness:
- 1) Partially activate the **Emergency Operations Center (EOC)** in order to monitor current conditions and evaluate the developing hazardous situation.
 - 2) Communicate with subject matter experts to determine the location, probability, and severity of the potential threat.
 - 3) Send a situational awareness report by emailing the **Emergency Contact Group** to convey the latest information regarding the potential threat.
 - 4) Review pre-scripted **Notification Messages** and check contacts and specifications in Blackboard-Connect in order to ready the notification system.
 - 5) Communicate with EOC staff in order to determine who is available for the potential threat.

3. Level 2: High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and /or property. Activating “level 2” requires utilizing protective measures. 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:
- 1) Tornado Warning: Issued when a tornado has been confirmed and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 2) Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring in the immediate area. Readiness actions may include notifying the public about the warning, possible evacuation of impacted areas, opening shelters to house those forced to evacuate, and continuous situation monitoring.
 - 3) Winter Storm Warning: Issued when heavy, snow, sleet, or freezing rain is forecast to occur. Readiness actions may include preparing for possible power outages and continuous situation monitoring.

- 4) Mass Gathering: Civil disorder with relatively large-scale localized violence is imminent. Readiness actions include increased law enforcement presence, putting hospitals on notice and fire departments on alert, and continuous situation monitoring.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to situations where hazardous conditions have impacted the University. The condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. The following triggers will activate the University from a Level 2 to a Level 1:
- b. “Level 1” activation occurs in the event of **Mass Casualty** or widespread damage to University property. This level of readiness will require the activation of appropriate **Emergency Support Function (ESF)** to protect life and property and limit additional losses.

*See the EOC Standard Operating Procedures for further information regarding EOC staffing as it relates to readiness levels.

E. Demobilization

When the **EOC Leader** determines that a high level of coordination is no longer needed, the campus Readiness Level will decrease as deemed appropriate, non-essential ESFs will be deactivated, and EOC Team members may return to their normal function.

Note, however, that while the on-scene incident command operation is normally deactivated once the need for response has ended, continued activation of the EOC may be necessary to coordinate recovery activities. In recovery, the Emergency Operations Center may compile **Damage Assessments**, assess long term needs, manage donations, monitor the restoration of utilities, oversee access to damaged areas, and other tasks.

F. EOC – Incident Command Interface

For major emergencies, disasters, and special events, the Emergency Operations Center may be activated. When this occurs, it is essential to establish a division of responsibilities between the Incident Command Post and the EOC. While responsibilities vary depending on size, scope, and type of event, it is important that a division of roles and responsibilities be determined in order to prevent confusion and redundancy. A general division of responsibilities is outlined below. (For more information on the EOC-Incident Command interface please see the “Command and Control Annex².”)

² The Command and Control Annex is currently under development and will be ready by FY 14.

1. Incident Command Responsibilities

- Isolating and securing the scene.
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed.
- Warning the population affected by the incident and providing emergency instructions.
- Determining and implementing protective measures for the population in the immediate area of the incident.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the EOC.

2. EOC Responsibilities

- Providing resource support for the on-scene incident command operations.
- Issuing warning, instructions, and information to the broader UNT community.
- Organizing and implementing large scale evacuation and shelter arrangements.
- Coordinating traffic control for large scale evacuations.
- Activating any contracts or mutual aid agreements to acquire needed resources.
- Requesting assistance from the State and other external sources.

V. Local, State, and Federal Assistance

A. Overview

Some emergencies may be of such an extent that UNT's own resources are inadequate to meet the demands of response and recovery activities. In such situations, UNT will request emergency assistance from outside jurisdictions, agencies, and organizations.

All external assistance furnished to the University is intended to supplement University resources and not substitute for such resources, which include mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

Channels for requesting emergency assistance are portrayed in Figure 1 on page 21.

B. Local Assistance

Requests for resources from the on-scene **Incident Commander** will be routed to the UNT Emergency Operations Center, the City of Denton, or Denton County, depending on the situation. These groups will generally work together to resolve resource requests. UNT should request assistance from the City and County before requesting aid from the State. The City or County Emergency Management Offices will facilitate the process of requesting aid from neighboring jurisdictions.

C. State Assistance

Requests for State assistance will be made to the **Disaster District Committee** (DDC) Chairperson who is the Department of Public Safety (DPS) Captain located at the district office in Hurst, Texas. State emergency assistance to local governments begins at the DDC level, and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires the approval of the Governor. The Disaster District staff will forward requests for assistance that cannot be satisfied within the District to the State Operations Center (SOC) in Austin, Texas.

D. Federal Assistance

If resources to respond to and recover from a disaster are not available within the State, the Governor may request assistance from other states through the **Emergency Management Assistance Compact (EMAC)**. If the State is unable to acquire resources from other States, then the Governor will send a letter to the Federal Emergency Management Agency's Region 6 requesting that a federal disaster be declared for the affected area.

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 **National**

Response Framework describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential Emergency or Disaster Declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

Figure 1: Emergency Assistance

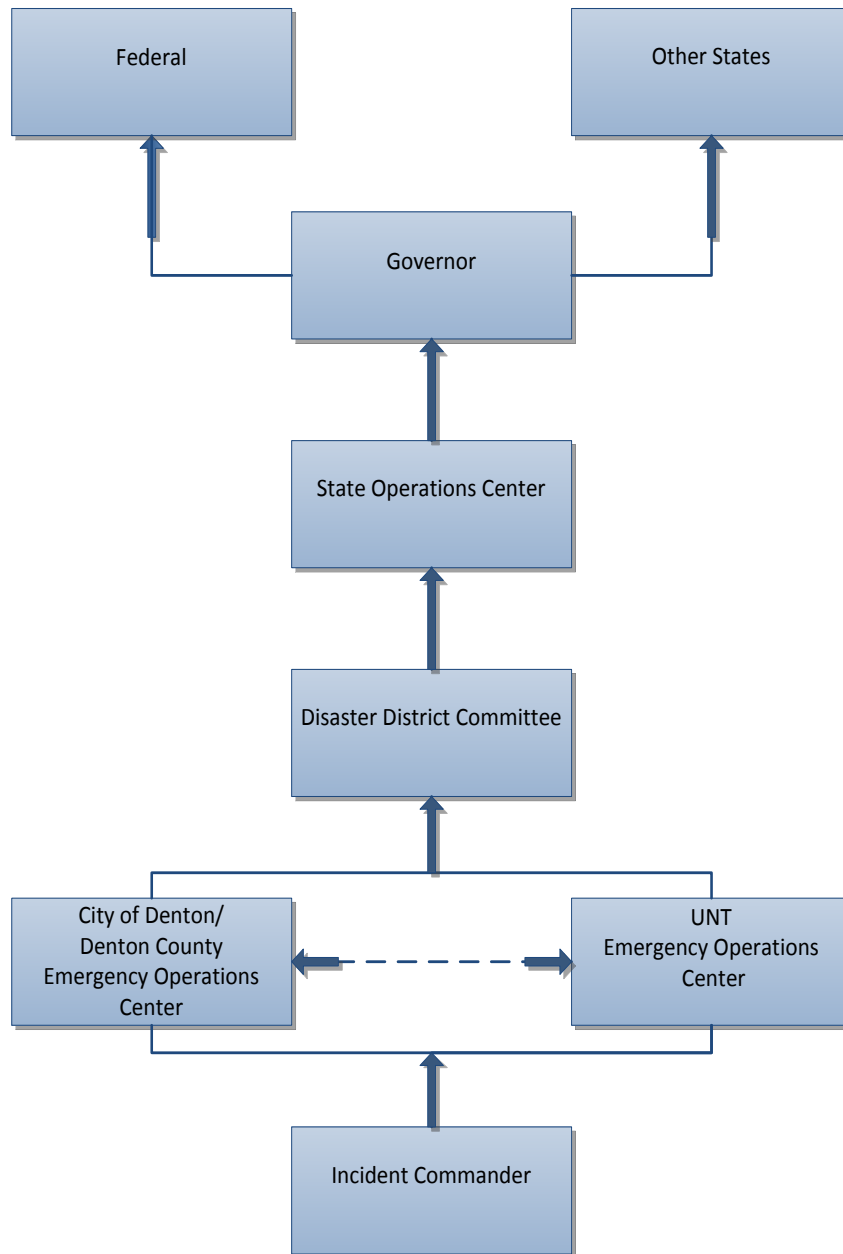


Figure 1

E. Funding for Emergency Response

During the preparedness phase, the UNT Police Department and emergency management staff coordinate with appropriate campus entities to acquire resources for preventing emergencies, such as security equipment, and resources for responding to emergencies, such as communications equipment.

During the response to and recovery from an emergency, UNT departments are expected, to the extent possible given the unique circumstances of a particular emergency, to continue providing services and are responsible for the associated costs of doing so. As noted below, the university must keep detailed records of all costs incurred during an emergency.

Resource needs for response and recovery activities that a department cannot meet on its own should be directed to the EOC. The EOC Leader, in coordination with the **Policy Group**, will determine available funding for making additional emergency expenditures.

F. Record Keeping

Each UNT department is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with established University fiscal policies and standard cost accounting procedures. All records and information generated during emergency operation must be managed in accordance with the university records management policy and Records Retention Schedule. These guidelines are available at www.records.unt.edu.

1. Activity Logs

The Incident Commander 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
- Number of injuries and/or casualties
- Containment or termination of the incident

2. Emergency Costs

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

For emergencies, all departments participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

- Personnel (especially overtime costs)
- Equipment operations
- Leased or rented equipment
- Contract services to support emergency operations
- Specialized supplies expended for emergency operations

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

3. Preservation of Records

In order to continue normal University operations following an emergency, vital records must be protected. All UNT departments are encouraged to undertake departmental **Continuity Planning**. This is described in more detail in the 'Continuity Planning' emergency function of this plan. Records deemed as vital to the institution are noted on the University's Records Retention Schedule.

VI. Organization and Assignment of Responsibilities

A. Overview

To ensure efficient and effective response to and recovery from emergencies, UNT builds on existing organizational structures by further defining the roles, responsibilities, and reporting relationships that the University will utilize during emergencies. The internal and external emergency organizations are displayed in Figures two and three respectively.

Figure 2: Internal Emergency Organization

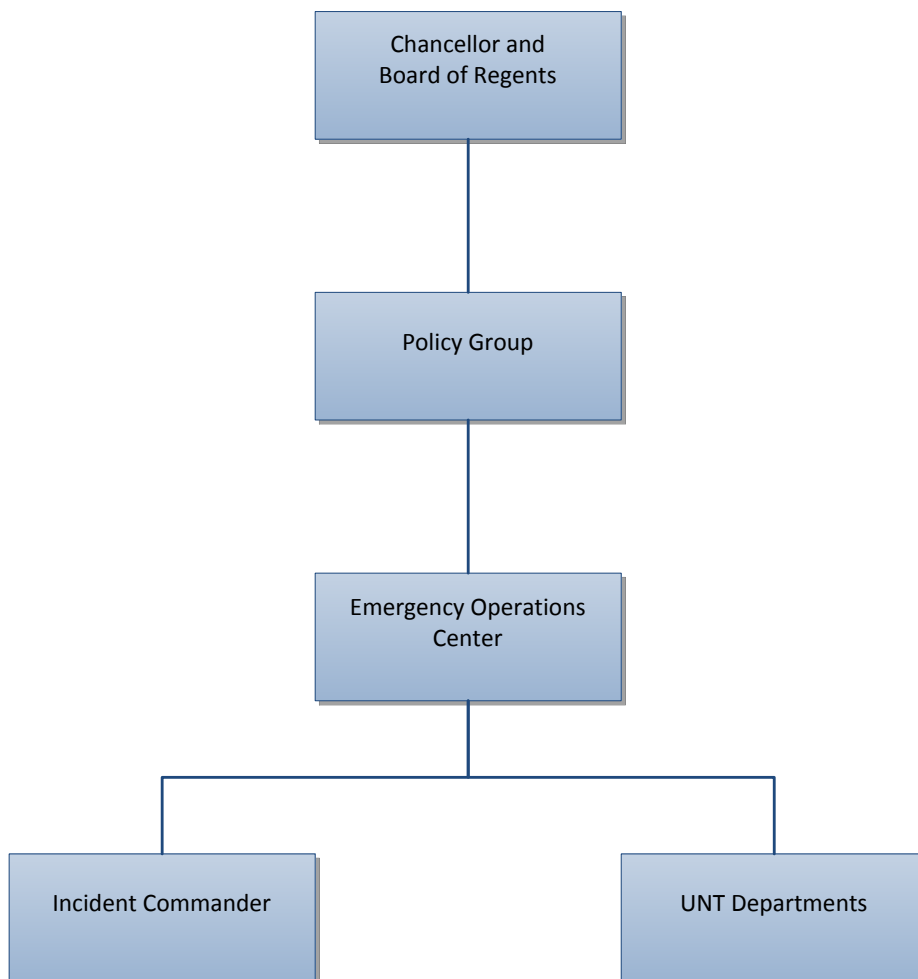
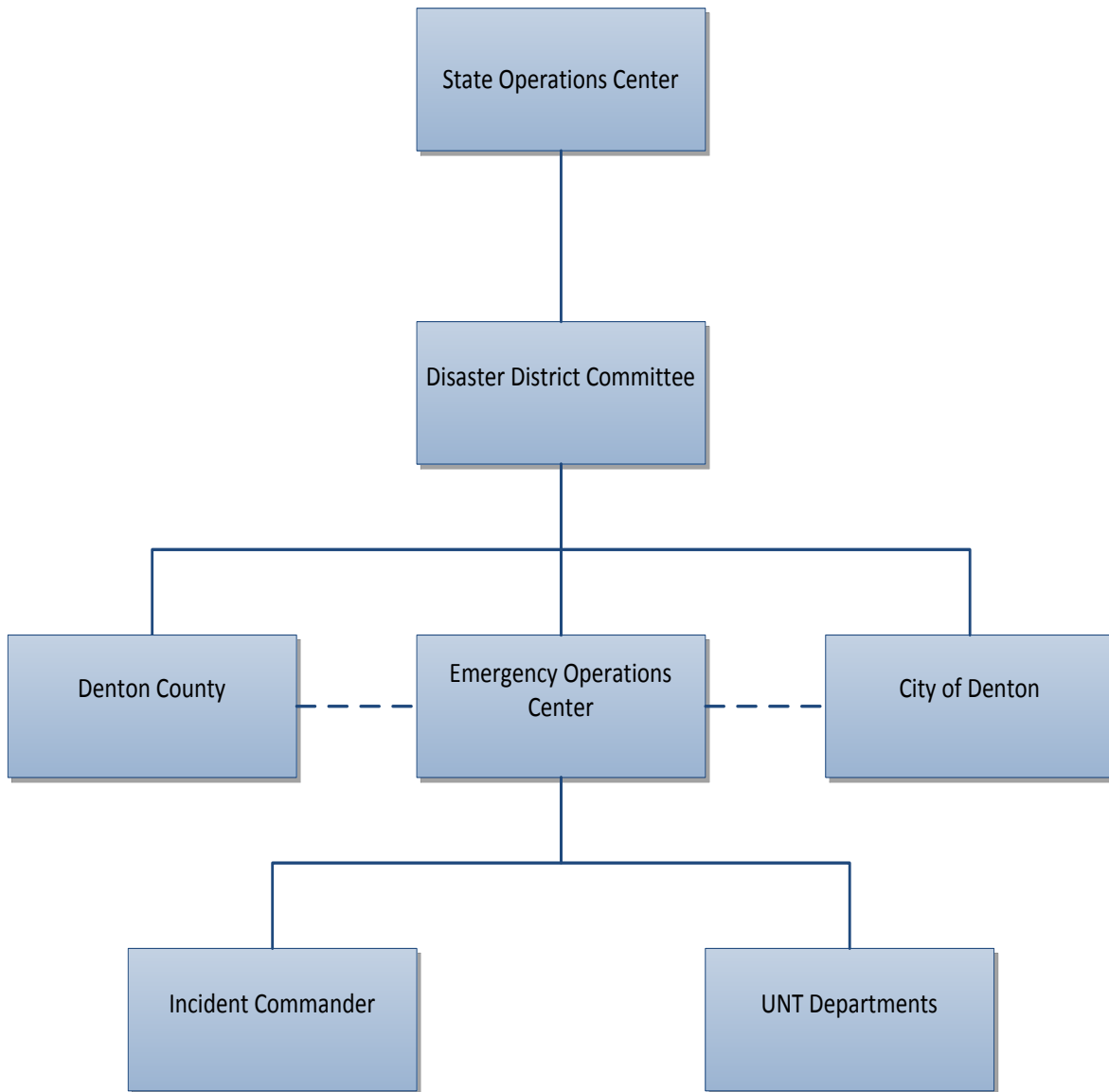


Figure 3: External Emergency Organization



B. Policy Group

The Policy Group is composed of the President, who is the chief official at the UNT campus, and the Cabinet. The Policy Group provides strategic direction for UNT and communicates directly with the EOC Leader. The line of succession for the President is specified in Attachment G – Lines of Succession on page 56.

1. Preparedness phase responsibilities:

- Has ultimate responsibility for the safety of the campus community

2. Response and recovery phase responsibilities:

- Creates and updates policies related to administrative issues and processes for emergencies
- Makes determination regarding suspension of UNT operations
- Authorizes emergency expenditures
- Informs Chancellor and Board of Regents of emergency situations

C. EOC Leader

The EOC Leader is a designee of the President. He/she communicates directly with the Policy Group during an emergency. The EOC Leader also communicates with the Incident Commander and provides leadership to the EOC Team. An EOC Leader will always have a deputy³ to support the Leader during an incident. The line of succession for both the EOC and Deputy EOC Leader is specified in Attachment G – Lines of Succession on page 56.

1. Preparedness phase responsibilities:

- Chairs Emergency Management Advisory Committee
- Provides guidance to the emergency management program

2. Response and recovery phase responsibilities:

- Determines when to raise and lower the campus Threat Level
- Directs University-wide response and recovery activities

³ The Deputy EOC Leader is an individual as equally qualified (according to NIMS standards) as the EOC Leader. The deputy will collaborate with the EOC Leader on decisions pertaining to the incident. If the EOC Leader is away from the EOC, the Deputy EOC will assume command and will make decisions on behalf of the EOC Leader.

- Has decision making authority, regarding the allocation of campus resources during an emergency, through authority delegated by the President
- Provides recommendations to the Policy Group regarding suspension of UNT operations

D. Emergency Operations Center⁴

The Emergency Operations Center (EOC) is led by the EOC Leader and staffed by various senior administrators on campus. EOC Team members represent the emergency support functions (ESFs) that will need to be accomplished during an emergency. EOC Team membership is specified in Attachment G – Lines of Succession on pages 56-57. Various subject matter experts may be called upon to join the EOC Team as needed during an incident to serve specific purposes. For more information on EOC operations refer to the “Command and Control Annex” of the EMP.

1. Preparedness phase responsibilities:

- Receives training to enable the successful completion of responsibilities
- Participates in emergency tests of response and recovery phase responsibilities

2. Response and recovery phase responsibilities:

- Supports the Incident Commander through allocation of campus resources, documentation of the incident, and maintenance of situational awareness
- Coordinates with other regional emergency operation centers, including the City of Denton, Denton County, and Disaster District Committee
- Prepares public information to be disseminated to internal and external stakeholders
- Sends emergency notification to campus community in coordination with Incident Commander
- Coordinates with external stakeholders and partner agencies
- Coordinates with campus departments
- Provides guidance and support for the implementation of departmental continuity plans

⁴ The primary location for the Emergency Operations Center is the Conference Room in the Sullivant Public Safety Center. The UNT Coliseum is identified as an alternate location should the primary facility be inoperable. RMS Emergency Management will consult with the UNT Chief of Police or their designee regarding EOC activation; however, the decision to activate the primary EOC will rest with the Chief of Police or their designee.

E. Emergency Support Functions (ESFs)

Emergency Support Functions provide the structure for coordinating interdepartmental and interagency support during response activities. These are the mechanisms for grouping functions most frequently used prior to, during, and after an event. Each ESF has been assigned a lead UNT department based on existing capabilities. Individual ESFs will be activated based on the scope and magnitude of the threat or incident. A detailed list of ESFs, their duties, and lead departments can be found in Attachment B – Emergency Support Functions (ESFs) on page 42.

1. Preparedness phase responsibilities:

- Conducting situational and periodic readiness assessments
- Planning for short and long term incident management and recovery operations
- Maintaining trained personnel to support emergency response teams
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats, or to improve the ability to address existing threats

2. Response and recovery phase responsibilities:

- Managing mission assignments and coordinating with other agencies or departments
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities
- Providing staff for the operations function
- Requesting assistance from other lead departments to fulfill ESF assignments
- Ensuring financial and property accountability for ESF activities

F. UNT Departments

For the purposes of this plan, the term UNT Departments encompasses all departments and other organizational units (e.g., programs, centers, institutes, etc.) at UNT. During emergency operations, department heads will retain administrative control over their respective unit, personnel, equipment, and overall operation. Department heads will be succeeded in accordance with departmental guidelines.

1. Preparedness phase responsibilities:

- Undertake continuity planning to enable operations to be maintained or resumed as quickly as possible following an emergency

- Develop plans, policies, and procedures to assist in the completion of tasks as described in this plan
- Maintain an inventory of all departmental assets, including all emergency contracts entered into with private enterprises
- Receive training to enable the successful completion of responsibilities
- Participate in emergency tests

2. Response and recovery phase responsibilities:

- 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 accurate records of the use of all personnel, equipment, and supplies during an emergency in accordance with the University's Records Retention Schedule and the 'Administrative Policies' set forth in this plan.

G. Incident Commander

The first responder to arrive at the scene of an incident will establish Incident Command and will assume the position of Incident Commander. As an incident continues and escalates, the position of Incident Commander may be transferred to more experienced personnel.

Assignment of this position will be dictated by the unique characteristics of the situation and will typically include representation from the City of Denton Fire Department and/or the UNT Police Department. If the emergency situation is outside the purview of either of these departments, the EOC Leader will appoint an Incident Commander for the emergency.

In most cases, Incident Command will interface directly with the EOC Leader. In situations where non-UNT personnel have assumed Incident Command, UNTPD may serve as a proxy for Incident Command in interactions with the EOC Leader.

Depending on the situation, the Incident Commander may conduct operations from an on-scene Incident Command Post, the campus Emergency Operations Center, or other location to be determined. Various functions of the **Incident Command System (ICS)** may be split between the campus EOC and the on-scene Incident Command Post. The Incident Command System is described in Attachment C – NIMS Summary on page 49.

1. Response and recovery phase responsibilities:

- Identifies the nature of the incident, the exact location, and the severity
- Isolates the scene by establishing a perimeter
- Develops an **Incident Action Plan**
- Directs and controls on-scene response and manages resources committed there
- Warns the population in the area of the incident, providing emergency instructions to them
- Determines and implements protective measures (e.g., evacuation or shelter-in-place) for the population in the immediate area and for emergency responders at the scene
- Implements traffic control arrangements in and around the scene
- Documents major activities of response personnel and man-hours spent on the response
- Briefs in-coming Incident Commander if transfer of command occurs
- Establishes **Unified Command** when necessary
- Requests activation of EOC when necessary

When EOC is activated:

- Provide the EOC with an initial situation report
- Keep the EOC informed of the current situation through situation reports
- Request additional resources from the EOC, as needed
- Provide additional information to the **Public Information Officer** for media release preparation

H. Campus Safety Groups

In addition to the emergency organization described in previous pages, UNT utilizes a number of groups to support campus safety efforts. The committees and teams described below serve unique purposes and each represents a wide swath of the campus community.

1. Emergency Management Advisory Committee (EMAC)

The Emergency Management Advisory Committee is charged with reviewing and evaluating emergency planning documents, including the UNT EMP. The committee helps shape emergency planning efforts by providing feedback on initiatives undertaken by emergency management staff. The committee

recommends planning documents to the President for approval. The membership of the committee is presented in Attachment H – Emergency Management Advisory Committee on page 58.

2. CARE Team

The CARE Team was formed to address student mental health issues at UNT. This collaborative and interdisciplinary team provides a means of identifying, intervening, and responding to students whose behavior poses a risk to themselves or others. An additional focus is on educating the campus community to recognize at-risk students and to take appropriate actions in response.

3. Environmental Oversight and Risk Review Committee (EORRC)

The charge of the EORRC is to review all risks and provide oversight of environmental activities and processes brought to its attention and suggest remediation actions. The committee also disseminates to the campus environmental health and safety information and recommendations for preventing, reducing, and controlling accidents and incidents.

4. Crime Statistics Committee

The Crime Statistics Committee prepares the annually produced **Campus Security Report**: required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (**Jeanne Clery Disclosure Act**). This report includes information regarding University safety and security policies, statistics, and educational efforts and programs designed to address campus safety, including a statement of current campus policies regarding emergency response and evacuation procedures.

5. Health Crisis Team

The Health Crisis Team meets in response to reports of a health crisis or disease that has the potential to affect the UNT campus community. Efforts are focused on gathering information on the situation, managing the dissemination of information to the public, and determining the appropriate prophylactic action(s).

VII. Plan Development & Maintenance

A. Overview

The UNT EMP was developed through the joint efforts of the Emergency Management Advisory Committee (EMAC), various administrative and academic departments within the UNT community, and local stakeholders, including the City of Denton. It is to be considered a living document subject to review and updates based on lessons learned from planned exercises, training, and incidents that occur on campus.

B. Plan Review

This plan and its annexes shall be reviewed every two years by all appropriate university officials. The Emergency Management function is responsible for establishing a review schedule and the methods used during the review process.

C. Plan Update

This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in hazards, resources, capabilities, or government structure occur. The Emergency Management function is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

D. Education and Outreach

All University staff with a role in emergency response and recovery (EOC Staff) is required to participate in and complete training on the emergency policies, plans, and procedures for the University. These courses will be offered to EOC staff annually in order to notify them of the latest changes.

Various campus departments and organizations, including Risk Management Services (RMS) and the UNT Police Department, utilize outreach programs to train and educate all members of the campus community, providing them with the knowledge needed to respond appropriately to various types of hazards. Additionally, RMS is responsible for annually publicizing emergency response and evacuation procedures to the campus community.

E. Tests and Training

UNT will perform at least one drill or exercise each long semester to evaluate emergency plans and procedures. Drills and exercises will be developed and performed according to the Homeland Security Exercise Evaluation Program's standards (HSEEP). Drills and exercises that could be performed include:

- Emergency Notification Drill
- Fire Drill
- Severe Weather Drill
- Tabletop Exercise
- Functional Exercise
- Full-Scale Exercise

All dormitories are required to perform one severe weather and fire drill each long semester. Greek Life has an agreement with UNT Risk Management Services (RMS) that they will require all sorority and fraternity houses to perform one fire or severe weather drill each long semester. All fire and severe weather drill results are recorded and reported to RMS Emergency Management. Any corrective actions listed in the report will require follow up from RMS Emergency Management.

The Multi-Year Exercise and Training Plan provides details on capabilities the University will test for the next two to three years. Additionally, the plan will provide a stair-step approach beginning with discussion-based exercises and concluding with an operational exercise. A schedule is included in the plan to implement this approach. The Multi-Year Exercise and Training Plan is housed in RMS Emergency Management and can be obtained upon request.

F. Distribution of Planning Documents

The Vice President for Finance and Administration or designee is responsible for distributing the UNT EMP. In general, digital copies of the UNT EMP will be provided to the individuals, departments, agencies, and organizations tasked in this document. Additionally, the UNT EMP will be made available for download on the UNT emergency management website <http://emergency.unt.edu>.

Digital copies of the UNT EMP will be provided to University and non-University personnel who have a key role in the planning for and management of emergency situations.

1. University Personnel

The following University personnel will receive one digital copy of the UNT EMP:

- The office of each member of the Cabinet
- Each member of the Emergency Management Advisory Committee

- Each member of the EOC Team
- One **Building Representative** or **Safety Coordinator** in each campus building

2. Non-University Personnel

The following non-University personnel will receive one hard copy of the UNT EMP:

- Texas Women's University Environmental Health Manager
- City of Denton Emergency Management Coordinator
- Denton County Emergency Management Coordinator
- Denton County Emergency Preparedness Coordinator
- Texas Division of Emergency Management District Coordinator – Region Sub 1C-A Denton

Attachment A – Plan Definitions

1. After Action Review

An After Action Report (AAR) is created after an After Action meeting is held following an incident or exercise. The After Action Report will document the strengths and gaps concerning the response and recovery from an incident.

2. Building Representative

A building representative is a university employee who volunteers or is chosen to be a monitor for the overall safety of the building. The individual will report unsafe conditions in the building to Work Control in Facilities or Risk Management Services.

3. Campus Security Report:

The Campus Security Report is published annually as required by the Jeanne Clery Disclosure Act.

4. Continuity Planning

Continuity Planning is a process that departments undertake to identify critical facilities, equipment, personnel, documents, and information needed to continue operations after an emergency or disaster has occurred.

5. Critical Facilities

Critical facilities are buildings that, if damaged, would present an immediate threat to life, public health, and safety. Critical and essential facilities include, but are not limited to, hospitals, emergency operations centers, water systems, and utilities.

6. Damage Assessment

A damage assessment is performed by trained damage assessment teams after a hazard has occurred to determine the extent and severity of damage to facilities and infrastructure. This information will be used during the rebuilding process.

7. Damage Assessment Teams

Damage assessment teams are made up of trained individuals who are able to evaluate the extent and severity of damage to facilities and infrastructure after a hazard has occurred.

8. Disaster District Committee

Consists of state agencies and volunteer groups that have resources within the District's area of responsibility, assist the Disaster District Chair in identifying, mobilizing, and deploying personnel, equipment, supplies, and technical support to respond to requests for emergency assistance from local governments and state agencies

9. Emergency Contact Group

The Emergency Contact Group is a group of employees at the university who act as a point of contact for a department or campus unit and have a responsibility to respond during an emergency. These individuals will be given priority during the emergency notification process.

10. Emergency Management Advisory Committee

The Emergency Management Advisory Committee (EMAC) is a committee that consists of senior level officials to represent the safety interests of different campus departments and units. All plans and procedures are taken to the committee for review and approval before being signed.

11. Emergency Management Assistance Compact (EMAC)

The EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

12. Emergency Notification System

An emergency notification system consists of multiple tools to provide emergency information and protective actions to the campus community. These include the following: Eagle Alert, Code RED, outdoor warning sirens, and ONYX Fire System.

13. Emergency Operations Center

An Emergency Operations Center (EOC) is an established control facility from which emergency operations can be directed and coordinated. The main functions of the EOC are to provide direction, coordination and support to emergency operations.

14. Emergency Support Function (ESF)

Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

15. EOC Leader

The EOC Leader is the counterpart to the on-scene Incident Commander in the ICP. The EOC Leader is responsible for the overall operation of the EOC to include: release of public information, coordinating and communicating resource needs, acquiring external resources, accomplishing incident objectives, and the safety of those who are working in the EOC.

16. EOC Team members

EOC team members are individuals from departments on campus who are selected to serve a particular role in the EOC during a disastrous event.

17. Evacuation

Organized, phased, and supervise withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

18. External Agencies

External agencies are associated with an entity outside of the University.

19. Flash Flooding

A flood caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Flash floods are usually characterized by raging torrents after heavy rains that rip through river beds, urban streets, or mountain canyons sweeping everything before them. They can occur within minutes or a few hours of excessive rainfall. They can also occur even if no rain has fallen, for instance after a levee or dam has failed, or after a sudden release of water by a debris or ice jam.

20. Hazards

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

21. Incident Action Plan

An Incident Action Plan (IAP) is developed based on incident priorities set by the Incident Commander. The IAP provides critical information on the operation of an incident for the current operational period.

22. Incident Commander

The Incident Commander (IC) is responsible for all aspects of an emergency response including: developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

23. Incident Command Post

The Incident Command Post (ICP) is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. Incident planning is also conducted at the ICP.

24. Incident Command System (ICS)

ICS is a standardized, on-scene, all-hazards incident management approach that enables a coordinated response among various jurisdictions and functional agencies. ICS is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration.

25. Inter-Local Agreements

Inter-local agreements are legal agreements that are most of the time pre-established before an incident. They create the ability for neighboring jurisdictions to share resources to fill unmet needs; therefore, resulting in a more coordinated and effective response.

26. Interoperability

Interoperability is the ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communication system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures, and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and development.

27. Jeanne Clery Disclosure Act

The Jeanne Clery Disclosure Act is a law that mandates campuses to disclose their crime information both at on-campus and off-campus facilities.

28. Joint Information Center

A Joint Information Center (JIC) is a centralized facility where organizations responding to an emergency coordinate the release of accurate and timely information to the public and the media, and it provides a central source for all instructions. A JIC is operated cooperatively by all responding levels of federal, state, and local governments and organizations, and the involved facility.

29. Long-Term Recovery

A process of recovery that may continue for a number of months or years, depending on the severity and extent of the damage sustained. For example, long-term recovery may include the complete redevelopment of damaged areas.

30. Mass Casualty

Mass casualty incidents occur when emergency medical resources (Ex: personnel and equipment) are overwhelmed by the number and or severity of casualties.

31. Mitigation

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

32. Mutual Aid Agreements

Mutual aid agreement means a written agreement between agencies, organizations, or jurisdictions to lend assistance across jurisdictional boundaries. It agrees to assist by furnishing personnel, equipment, and expertise in a specified manner at requisite time.

33. National Incident Management System

System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

34. National Response Framework

Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, State, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

35. Notification Messages

Notification messages are the means by which UNT staff and students receive information regarding campus events. In the event of an emergency, notification messages may include initial warnings as well as actions that should be taken to protect life and property. Notification messages may be received via email, text, or voice message.

36. Policy Group

The policy group at the University will make decisions during and after a disaster on campus related to obtaining and allocating resources for response and recovery efforts.

37. Preparedness

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

38. Public Information Officer

The Public Information Officer is responsible for communicating with the media and handling their requests for information. Additionally, they are responsible for putting together press releases for the public and creating a strategy to communicate important incident information to stakeholders. Also, the PIO will ensure that a Crisis Call Center will be set up to take calls of concerned family members trying to acquire additional information.

39. Records Retention Schedule

The Records Retention Schedule, known as the RRS, identifies all System and institutional records in accordance with the administrative rules set forth by the Texas State Library and Archives Commission. The schedule indicates how long records should be retained; whether they have historical value; whether records are considered vital to university operations and who is the final repository.

40. Recovery

The development, coordination, and execution of service and site restoration plans; the reconstruction of operations and services; assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

41. Response

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

42. Safety Coordinator

Safety Coordinators are full-time university employees trained to respond during an emergency to direct people to safety. Safety Coordinators are assigned to the building they predominantly occupy.

43. Shelter-in-place

Shelter-in-Place is an emergency action taken where individuals will seek an interior location on the lowest floor of a permanent structure away from windows and glass. These areas are also known as "Tornado Shelter Areas" can be found on the emergency.unt.edu website under "Shelter and Evacuation Maps." These areas are also marked in some buildings by red signs with white lettering.

44. Short-Term Recovery

Short-term recovery is a process of recovery that is immediate and overlaps with response. It includes such actions as providing essential public health and safety services, restoring interrupted utility and other essential services, reestablishing transportation routes, and providing food and shelter for those displaced by a disaster. Although called "short term", some of these activities may last for weeks.

45. Tornado Watch

A Tornado Watch typically outlines a 25,000 square mile area where conditions exist for the development of tornadoes for a three to eight hour period.

46. Unified Command

Unified Command is used when an incident requires a multi-jurisdictional/departmental response. Incident management decisions are made collectively to effectively coordinate tactics and resources.

47. Warning Systems

Warning systems consist of different vehicles to disseminate emergency information to notify the campus community of the situation and proper actions to take. An example of a warning system is the Eagle Alert system at the University.

Attachment B – Emergency Support Functions (ESFs)

A. ESF#1: Transportation

Purpose: To provide coordination of transportation assets to support emergency operations. This support includes:

- Performance of and assisting with evacuation
- Processing transportation assistance requests and tasks received in the EOC
- Prioritize transportation resources for the movement of people, materials and services
- Perform necessary actions to assist with recovery efforts

| | |
|--|---------------------------------|
| <i>Lead University Department</i> | Transportation Services |
| <i>Lead External Agency</i> | Denton County Transit Authority |

B. ESF#2: Communication

Purpose: To provide coordination of local actions to be taken to assure the provision of required communications support to local disaster personnel. This support includes:

- Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their **Interoperability**
- Planning, coordinating, and assisting communications support to UNT disaster response elements
- Coordinating communication assets (equipment and services)

| | |
|--|---|
| <i>Lead University Department</i> | UNT Police Department |
| <i>Lead External Agency</i> | City of Denton Police Department/ Texas DPS |

C. ESF#3: Public Works and Engineering

Purpose: To provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support public works and infrastructure needs during an emergency or disaster. This support includes:

- Debris clearance and providing emergency ingress/egress to affected areas
- Clearing, repair, or construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment, and supplies
- Emergency restoration of critical public services and facilities
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety
- Provide technical assistance and damage assessment

| | |
|--|---------------------------------------|
| <i>Lead University Department</i> | Facilities |
| <i>Lead External Agency</i> | City of Denton Engineering Department |

D. ESF#4: Firefighting

Purpose: To provide coordination of support services to firefighting activities as part of emergency and disaster response. This support includes:

- Managing firefighting assets
- Detection and suppression of fires
- Mobilization and coordination of personnel, equipment, and supplies
- Interfacing with ESF#8 (Health and Medical), ESF#9 (Search and Rescue), and ESF#10 (Hazardous Materials)

| | |
|--|--|
| <i>Lead University Department</i> | Risk Management Services (Fire Safety) |
| <i>Lead External Agency</i> | City of Denton Fire Department |

E. ESF#5: Emergency Management

Purpose: To compile, analyze, and coordinate the overall information and planning activities in the Emergency Operations Center. This support includes:

- Coordinating emergency response plans at the University level
- Ensuring response positions are filled by trained UNT department representatives
- Monitoring potential or developing incidents and appropriately disseminating pertinent information
- Issuing alerts, notifications, and situational reports prior to, during, and following an event
- Maintaining situational awareness of the threat or incident

| | |
|-----------------------------------|---|
| Lead University Department | Risk Management Services (Emergency Management) |
| Lead External Agency | City of Denton/Denton County Emergency Management |

F. ESF#6: Mass Care, Emergency Assistance, Housing, and Human Services

Purpose: To coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding and the bulk distribution of coordinated relief supplies for disaster victims and workers. This support includes:

- Collecting and providing information on victims to family members
- Registering and tracking those who have been evacuated
- Ensuring the physical and mental health needs of those who have been evacuated or displaced are provided
- Remaining activated during the initial phase of recovery to ensure the transition from temporary sheltering to long term housing
- Coordinating with internal and external organizations to ensure long term physical and mental health needs are addressed

| | |
|-----------------------------------|--------------------|
| Lead University Department | Auxiliary Services |
| Lead External Agency | American Red Cross |

G. ESF#7: Logistics Management and Resource Support

Purpose: To provide logistical support and resources to departments involved in delivering emergency response and recovery efforts related to disasters. This support includes:

- Locating and coordinating the use of available space for incident management activities
- Assisting other support functions in the acquisition of required logistical resources
- Establishing staging areas for resources, if required

| | |
|--|-------------------------------------|
| <i>Lead University Department</i> | Facilities |
| <i>Lead External Agency</i> | Disaster District Committee (Hurst) |

H. ESF#8: Public Health and Medical Service

Purpose: To coordinate the health and medical resources required to respond to local public health and medical needs prior to and following a significant event. This support includes:

- Public health response, triage, treatment, and transport of victims
- Assisting in the evacuation of victims out of impacted areas
- Providing emergency mental health counseling for individuals and the community
- Disseminating public health information and education
- Inspection of food and water supplies

| | |
|--|--|
| <i>Lead University Department</i> | Student Health and Wellness Center |
| <i>Lead External Agency</i> | Denton County Public Health Department |

I. ESF#9: Search and Rescue

Purpose: To search and locate missing persons after a disaster. This may involve locating missing persons in damaged structures. This support includes:

- Coordinating search and rescue efforts with external agencies
- Resolving conflicting operational demands for response resources related to search and rescue
- Planning and coordinating operations with other emergency support functions

- Providing incident reports, assessments, and situational reports as required

| | |
|-----------------------------------|--|
| Lead University Department | Risk Management Services (Fire Safety) |
| Lead External Agency | City of Denton Fire Department/Texas Task Force I & II |

J. ESF#10: Hazardous Materials Response

Purpose: To coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from disaster. This support includes:

- Determining and implementing requirements for personal protective equipment
- Initiating appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs
- Determining areas at risk and what protective actions should be taken
- Determining when affected areas may be safely re-entered

| | |
|-----------------------------------|---|
| Lead University Department | Risk Management Services (Environmental Services) |
| Lead External Agency | City of Denton Fire Department |

K. ESF#11: Food and Water

Purpose: To procure and arrange for the transportation and distribution of food and water to affected areas and for emergency workers. This support includes:

- Determining the critical needs of the affected population in terms of number of people, their location, and usable food preparation facilities for congregate feeding
- Estimating future needs and obtaining and/or arranging for appropriate resources in order to prevent shortages

| | |
|-----------------------------------|--------------------|
| Lead University Department | Auxiliary Services |
| Lead External Agency | American Red Cross |

L. ESF#12: Utilities

Purpose: To provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions. ESF 12 includes electric power, distribution systems, and fuel and emergency generators. This support includes:

- Assessing damage to repair and restore University utilities
- Restoring electrical, water, and wastewater services to **Critical Facilities**
- Coordinating activities with private providers
- Identifying recovery times for affected utility systems
- Monitoring recovery activities of privately owned utilities

| | |
|-----------------------------------|-------------------------------------|
| Lead University Department | Facilities |
| Lead External Agency | City of Denton Utilities Department |

M. ESF#13: Public Safety and Security

Purpose: To coordinate the protection of University facilities and ensure the safety of the public prior to, during, and following an emergency or disaster. This support includes:

- Maintaining law and order
- Controlling traffic
- Performing post-incident reconnaissance and damage assessment
- Providing security for critical facilities, evacuated areas, and shelters
- Coordinating terrorist incident response
- Accessing control for damaged or contaminated areas

| | |
|-----------------------------------|----------------------------------|
| Lead University Department | UNT Police Department |
| Lead External Agency | City of Denton Police Department |

N. ESF#14: Long-Term Community Recovery

Purpose: To assess and compile information regarding the overall impact of a disaster on personnel and property while also formulating and implementing long term plans to address the demands associated with the impact of a disaster on the University community. This support includes:

- Establishing and training **Damage Assessment Teams**
- Prioritizing recovery demands in order to reestablish vital University functions
- Implementing a long term recovery strategy with an emphasis on mitigation efforts
- Determining eligibility for state or federal assistance and coordinating with state and federal agencies to carry out authorized recovery efforts

| | |
|-----------------------------------|---|
| Lead University Department | Emergency Management (EMAC) |
| Lead External Agency | City/Denton County Emergency Management |

O. ESF#15: External Affairs

Purpose: To disseminate information on emergency and protective action to the public through news media and other mechanisms. This support includes:

- Providing information to the media during emergency situations
- Compiling and releasing information and instructions for the public during emergency situations and responding to questions relating to emergency operations
- Arranging for media briefings
- Coordinating unscheduled inquiries from the media
- Establishing a **Joint Information Center (JIC)**, as needed
- Conducting on-going hazard awareness and public education programs

| | |
|-----------------------------------|---|
| Lead University Department | University Relations, Communications, and Marketing |
| Lead External Agency | City of Denton Public Affairs |

Attachment C – NIMS Summary

A. Overview

On February 28, 2003, the U.S. President issued Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," which directed the Secretary of Homeland Security to develop and administer a **National Incident Management System** (NIMS). This system provides a consistent nationwide template to enable governments, nongovernmental organizations (NGOs), and institutions of higher education to work together. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response. As previously noted, UNT has adopted NIMS as the standard for incident management and will adhere to the concepts, principles, and procedures included therein.

B. NIMS Components

NIMS is composed of five major components. Each of the components works together in a flexible, systematic manner to provide the framework for incident management.

1. Preparedness

Effective emergency management and incident response activities begin with a host of preparedness activities conducted on an ongoing basis, designed to prepare decision-makers, first responders, and citizens in advance of an emergency.

2. Communications and Information Management

Emergency management and incident response activities rely on communications and information systems that provide a common operating picture to all command and coordination sites. NIMS describes the requirements necessary for a standardized framework for communications and emphasizes the need for a common operating picture.

3. Resource Management

Resources are needed to support critical incident objectives. The flow of resources must be fluid and adaptable to the requirements of the incident. NIMS establishes a resource management process.

4. Command and Management

The Command and Management component of NIMS is designed to enable effective and efficient incident management and coordination by providing a flexible, standardized incident management structure.

5. Ongoing Management and Maintenance

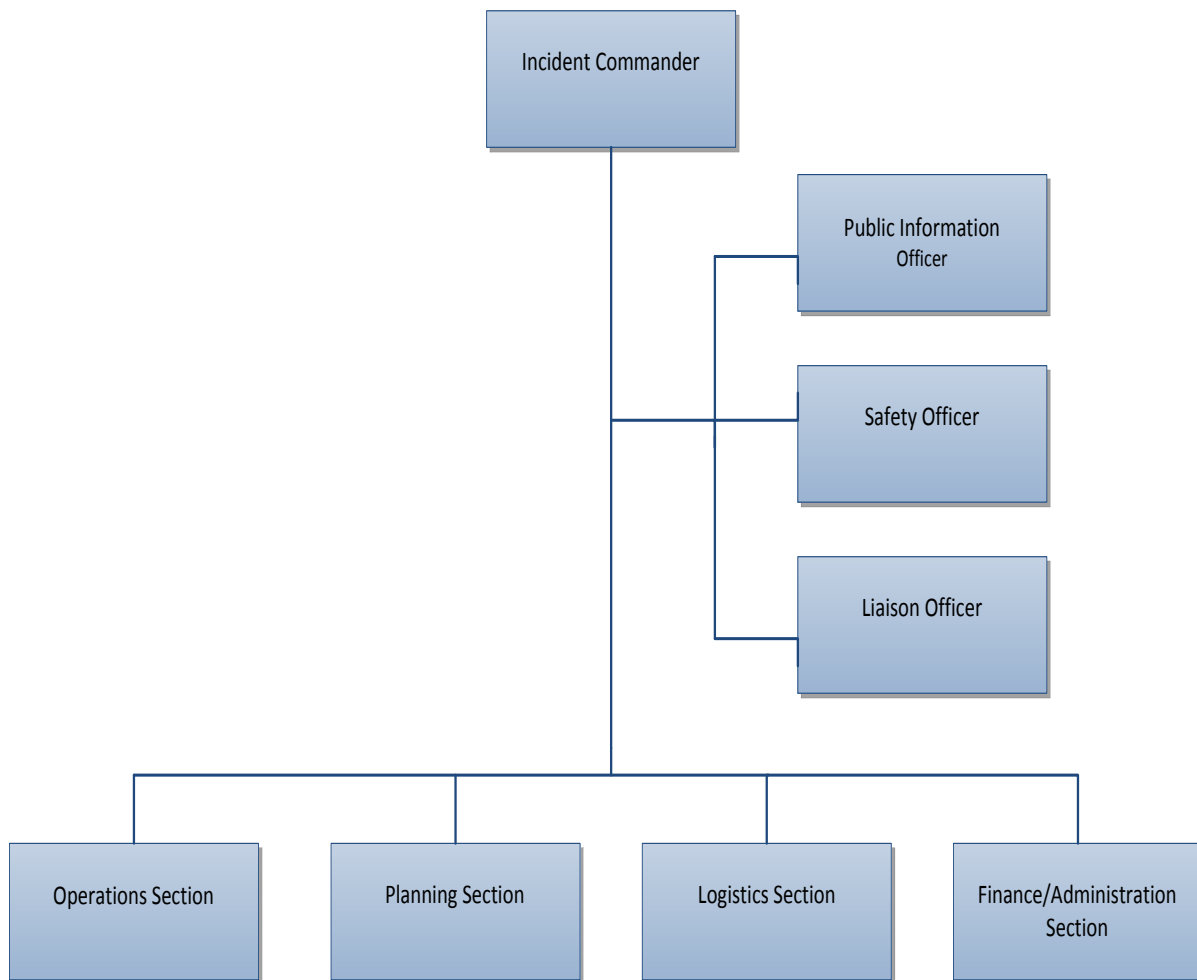
The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

C. Incident Command System

One of the organizational structures described in ‘Command and Management’ is the Incident Command System. This system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure. The system can be used to manage emergency incidents or non-emergency events, such as sporting events and celebrations.

The generic positions in the Incident Command System are portrayed in Figure 4: Incident Command System and described below. Only those positions necessary to manage the incident will be filled at the discretion of the Incident Commander. Various positions and functions in this system may be split between the on-scene Incident Command Post and the EOC.

Figure 4: Incident Command System



The **Incident Commander** is responsible for management of the incident and sets incident objectives and priorities.

The **Public Information Officer** collects and disseminates information to the general public.

The **Safety Officer** works with the Incident Commander to ensure the safety of responders.

The **Liaison Officer** coordinates the actions of cooperating organizations.

The **Operations Section** conducts tactical operations to carry out the Incident Action Plan. It also develops the tactical objectives and organization and directs resources on-scene.

The **Planning Section** develops the Incident Action Plan to accomplish established objectives; collects and evaluates incident-related information; and maintains the status of all resources.

The **Logistics Section** acquires resources and all other services needed to support management of the incident.

The **Finance/Administrative Section** monitors costs related to the incident and performs accounting, procurement, and time recording.

D. Unified Command

Unified Command is a variant of the Incident Command System used when there is more than one agency or jurisdiction with responsibility for an incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries. The UNT Police Department and City of Denton Fire Department commonly form 'Unified Command' to manage incidents on the UNT campus.

The major change from a normal Incident Command System structure is at the top of the organization. In Unified Command, senior representatives of each agency or jurisdiction responding to an incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

Attachment D – NIMS Adoption Letter



GRETCHEN M. BATAILLE, PRESIDENT

Letter of Formal Adoption of the National Incident Management System (NIMS) for the University of North Texas

WHEREAS, the President of the United States has issued Homeland Security Presidential Directive-5 that directs the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for all levels of government, non-governmental organizations, and the private sector to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the Governor of the State of Texas has issued executive order RP-40, designating NIMS as the State standard for incident management; and

WHEREAS, it is necessary and desirable that all Federal, state, local, tribal, non-governmental, private, and higher education emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management, it is critical that all emergency personnel utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and


WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the ability to obtain and utilize Federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the State Auditor's Office, in its 2008 audit report on Campus Safety and Security Emergency Management Plans at Texas Public Universities, recommended adoption of NIMS by higher education institutions;

NOW THEREFORE, pursuant to the authority vested in me as President of the University of North Texas, I do order the following:

The National Incident Management System is adopted as the standard for incident management at the University of North Texas.

Signed this 18 day of Dec, 2009.


Gretchen M. Bataille
President

Attachment E – NIMS Training

A. Overview

All staff with a role in emergency response and recovery are required to undergo training in the National Incident Management System to better enable them to integrate with on-scene emergency responders. Some training courses will be provided by emergency management staff, and others will be available online. Department directors or other unit leaders, in consultation with emergency management staff, will determine training requirements for staff.

B. Training Requirements

Training requirements are determined by the EOC Team organizational structure, a description of which can be found in the Emergency Operations Center Standard Operating Procedures.

Table 1: NIMS Training Matrix provides a summary of the training requirements for UNT staff. Courses beginning with an 'IS' prefix are available at the FEMA Independent Study website. Courses beginning with an 'ICS' prefix will take place in a classroom setting, and emergency management staff will provide additional information regarding course availability to staff members who are required to participate.

Table 1: NIMS Training Matrix

| | IS- 100.HE | IS- 200.B | ICS- 300 | ICS- 400 | IS- 700.A | IS- 800.B | IS- 701 | IS- 702 | IS- 703 | IS- 704 |
|-----------------------------------|---------------|--------------|-------------|-------------|--------------|--------------|------------|------------|------------|------------|
| Policy Group | | | | | X | | | | | |
| EOC Leader | X | X | X | X | X | X | | | | |
| Liaison Officer | X | X | X | X | X | X | X | X | X | X |
| Safety Officer | X | X | | | X | X | | | | |
| Legal Officer | X | X | | | X | X | | | | |
| Public Information Officer | X | X | | | X | X | | X | | |
| Operations Section | X | X | | | X | X | | | | |
| Planning Section | X | X | | | X | X | | | | X |
| Logistics Section | X | X | | | X | X | | | X | |
| Finance/Admin Section | X | X | | | X | X | | | | |
| General Personnel* | X | | | | X | | | | | |

*General Personnel is individuals tasked with carrying out activities associated with a specific emergency function. This group does not typically operate within the EOC.

C. Course Description

IS-100.HE: Introduction to the Incident Command System for Higher Education – Introduction to the standardized, on-scene, and all-hazards organizational structure of the Incident Command System.

IS-200.B: Incident Command System for Single Resources – Introduction on how to operate efficiently during an event within the Incident Command System.

ICS-300: Intermediate ICS for Expanding Incidents – Advanced application of ICS that expands upon information covered in IS-100.HE and IS-200.B.

ICS-400: Advanced ICS Command – Advanced application of ICS that expands upon information covered in ICS-300.

IS-700.A: National Incident Management System – Introduction and overview to the systematic approach taken at all levels of government to prepare, mitigate, respond, and recover from complex incidents.

IS-800.B: National Response Framework – Introduction to the concepts and principles of how the United States conducts an all-hazards emergency response.

IS-701: Multiagency Coordination System – Introduction on how multiple agencies work together within the National Incident Management System.

IS-702: Public Information Systems – Introduction to effective public information and the mechanisms available to organize, integrate, and coordinate information.

IS-703: Resource Management – Introduction to systems used for inventorying, requesting, tracking, and dispatching resources within the National Incident Management System.

IS-704: Communications and Information Management – Introduction to establishing and maintaining a common operating picture, which leads to effective communication and information management.

Attachment F – Summary of Agreements & Contracts

A. Overview

The following is a summary of the agreements and contracts UNT has entered into with external entities, including public, private, and non-profit organizations to provide equipment, personnel, supplies, or services during an emergency.

B. Mutual Aid Agreements

| | |
|------------------------------|---|
| Description | Greater Dallas-Fort Worth Regional Law Enforcement Mutual Aid Task Force Agreement |
| Summary of Provisions | Regional Mutual-Aid Agreement |
| Point of Contact | UNT Chief Law Enforcement Officer or designee |
| Costs | Responding parties waive the right to reimbursement by requesting party |
| Copies Held By | UNT Police Department/City of Highland Park Department of Public Safety |
| Description | UNT-American Red Cross Shelter Agreement |
| Summary of Provisions | Mass Care Shelter Agreement for the UNT Coliseum |
| Point of Contact | Director of the UNT Coliseum and Director of Disaster Planning for Red Cross Dallas Chapter |
| Costs | Red Cross will reimburse the University for costs incurred related to shelter operations |
| Copies Held By | UNT RMS Emergency Management/American Red Cross-Dallas Chapter |

C. Contracts

A number of UNT departments have entered into contracts with third-party entities to perform services, such as restoration services, debris removal, grief counseling, and hazardous material removal. These contracts are maintained by the department that is responsible for the service provided and may be activated by the leadership in that department. Costs vary by contract. Copies of contracts are held by the department responsible for the service.

Attachment G – Lines of Succession

A. Overview

The unpredictable nature of emergencies could result in one or more members of the campus leadership being unavailable during the immediate response. It is necessary to ensure that alternates have been pre-designated to fill key positions in the emergency organization so that response activities may proceed unhindered. Below is the line of succession for key positions in the emergency organization.

B. President of the University

1. President
2. Provost and Vice President for Academic Affairs
3. Vice President for Finance and Administration

C. EOC Leader

1. Vice President for Finance and Administration
2. Vice President for Student Affairs
3. Senior Associate Vice President for Finance

D. Deputy EOC Leader

1. Senior Emergency Management Specialist
2. EOC Subject Matter Expert
3. EOC Subject Matter Expert

E. EOC Team

The EOC Team is composed of senior administrators or their designee from the following divisions, departments, and units:

- Auxiliary Services
- Information Technology Shared Services
- Emergency Management

- Facilities
- Finance Division
- Office of General Counsel
- Office of the Provost
- Risk Management Services
- Student Affairs
- Student Health and Wellness Center
- University Relations, Communications, and Marketing
- UNT Police Department

For more detailed information on the EOC team members, please refer to the “Command and Control Annex.”

Attachment H – Emergency Management Advisory Committee

A. General

The Emergency Management Advisory Committee (EMAC) is composed of senior administrators or their designee from the divisions, departments, or units listed below. The EMAC is chaired by the Vice President for Finance and Administration.

B. Membership

- Athletics
- Auxiliary Services
- Compliance
- Computing and Information Technology Center
- Emergency Administration and Planning Academic Program
- Emergency Management
- Facilities
- Finance
- Human Resources
- Office of General Counsel
- Office of the Provost
- Research & Economic Development
- Risk Management Services
- Student Affairs
- Student Health and Wellness Center
- University Relations, Communications, and Marketing

- UNT Police Department