

EMERGENCY MANAGEMENT PLAN

FOR



MIDWESTERN

STATE UNIVERSITY

APPROVAL & IMPLEMENTATION

Midwestern State University

Emergency Management Plan

Midwestern State University is committed to the safety and security of students, faculty, staff, and visitors on its campus. The Emergency Management Plan encompasses four areas: mitigation/prevention, preparedness, response, and recovery related to both natural and human-caused disasters.

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

University President

Date

Chairperson Board of Regents

Date

Secretary Board of regents

Date

In Concurrence with:

Chief of Police/Emergency Management Coordinator

Date

RECORD OF CHANGES

Basic Plan

Change #	Date of Change	Change Entered By	Date Entered

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework (including nuclear/radiological incident)
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Annex of the National Response Framework
12. Institutional Security Policies and Crime Statistics, 34 Code of Federal Regulations 668.46

B. State

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

C. Local

1. Midwestern State University Emergency Management Plan
2. Inter-local Agreements & Contracts. See the summary in Attachment 6.
3. Texas Education Code 51.217

II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Midwestern State University (MSU). It provides general guidance for emergency management

activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all University officials, departments, and affiliate agencies. The primary audience for this document includes department members responsible for safety and security, department heads, University administrators, emergency management staff, and local volunteer organizations that support emergency operations and others who may participate in our mitigation, preparedness, response, and recovery efforts.

Midwestern State University will use the National Incident Management System (NIMS) as its standard for incident management in compliance with the Homeland Security Presidential Directive (HSPD) 5 and the State of Texas Executive Order RP40. This will provide a consistent nationwide approach for Federal, State and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

The purpose of these guidelines is to:

1. Provide guidance for emergency operations and the utilization of all available university and government resources for the protection of lives, property, and the continuance of university operations in the event of a natural or man-made disaster or a national emergency including weapons of mass destruction attacks or threats thereof.
2. Outline the duties and responsibilities of departments and/or individuals during university emergency operations.
3. Establish guidelines for emergency planning and coordination of activities relating to disaster prevention and mitigation, preparedness, response, and recovery as related to local, county, state and federal governments.
4. Assign responsibilities for specific duties and activities related to emergency operations and disaster recovery.
5. Objectives of Emergency Operations are to:
 - a. Provide emergency services including medical assistance, rescue, fire protection and police protection for life and property within the disaster area.
 - b. Restore utilities within the stricken area in an orderly and timely manner.
 - c. Maintain fire, police, and utility services during emergency operations.
 - d. Facilitate, provide, and coordinate shelter and mass care during and after the emergency in cooperation with the Red Cross and other organizations.
 - e. Keep the public informed of the current status of emergency operations in a timely manner.
 - f. Promote the process of recovery from the effects of disaster situations.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center

FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, (a division of DHS)
Hazmat	Hazardous Material
HSPD	Homeland Security Presidential Directive
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
MSU	Midwestern State University
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army
WCEM	Wichita County Emergency Management
WCSSO	Wichita County Sheriff's Office
WFEM	Wichita Falls Emergency Management
WFFD	Wichita Falls Fire Department
WFPD	Wichita Falls Police Department

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Centers for Disease Control (CDC). The CDC includes 11 centers, an institute, and offices whose mission is to promote health and quality of life by preventing disease, injury, and disability. See: <http://www.cdc.gov>
3. Crisis Management Response Team. A team of individuals appointed by the president to respond in a critical incident and/or crisis situation.
4. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
5. Emergency Operations Center. Specially equipped facilities from which officials exercise direction and control and coordinate necessary resources in an emergency situation.
6. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

7. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
- a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 - 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - d. Catastrophic Incident. For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions.

An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

8. Hazard Analysis. A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
9. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
10. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
11. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
12. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
13. Best Practice Guidelines. A best practice is a technique, method, process, activity, incentive, or reward that is believed to be more effective at delivering a particular outcome than any other technique, method, process, etc. when applied to a particular condition or circumstance.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Midwestern State University is exposed to many hazards, all of which have the potential for disrupting the campus community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1.

Figure 1

HAZARD SUMMARY	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Hazard Type:	(See below)						
Natural							
Drought	Highly Likely		MODERATE			MODERATE	
Flash Flooding	Likely		MAJOR			MAJOR	
Tornado	Highly Likely		MAJOR			MAJOR	
Winter Storm	Likely		LIMITED			MODERATE	
Health and Safety							
Death of student	Likely		LIMITED			LIMITED	
Mental health situation	Highly Likely		LIMITED			LIMITED	
Pandemic situation	Unlikely		MODERATE			LIMITED	
Technological / Structural							
Energy/Fuel Shortage	Unlikely		LIMITED			LIMITED	
Hazmat/Oil Spill (transport)	Likely		LIMITED			LIMITED	
Structural Fire / Damage	Likely		LIMITED			MODERATE	
System Failure (Communications)	Occasional		LIMITED			LIMITED	
System Failures (water, electrical)	Occasional		LIMITED			LIMITED	
Criminal							
Bomb Threat	Occasional		MAJOR			MAJOR	
Civil Disorder	Occasional		MODERATE			MODERATE	
Terrorism	Unlikely		MAJOR			MAJOR	
Violent Crime (Murder, Sexual)	Likely		MAJOR			LIMITED	
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely							

B. Assumptions

1. MSU will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future. We cannot plan for every single hazard that may happen, so we are taking an all hazards approach so that we can be better prepared for most hazards that could affect the university community.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the MSU public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations affecting MSU. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. University officials and representatives must recognize their responsibilities for the safety and well-being of students, employees, and visitors; and assume their responsibilities in the implementation of this emergency plan.
5. Proper mitigation actions and implementation of these guidelines 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.

V. CONCEPT OF OPERATIONS

A. Objectives

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

B. General

1. It is MSU's responsibility to protect students, faculty, and staff's health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for MSU to do everything that is required to protect the lives and property of our population. Our community members have the responsibility to prepare themselves to cope with emergency situations and manage their affairs and property in ways that will aid MSU in managing emergencies. MSU will assist our community members in carrying out these responsibilities by providing public information and instructions prior to, during and after emergency situations to the best of our ability and capability. Members of the campus community are strongly encouraged to obtain their own personal property insurance, health insurance, life insurance, and any other insurance to protect against damages or losses to persons or property.
3. MSU is responsible for organizing, training, and equipping MSU emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services.
4. To achieve our objectives, MSU has organized an emergency management program that is both integrated (employs the resources of the university, local government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. MSU has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive -5 (HSPD-5). Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

MSU will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally assume command and remain in command of the incident until it is resolved, establish a unified command with mutual aid agencies, pass command to help victims or transfer command to those who have legal authority, experience in ICS and want to assume responsibility for the incident. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first emergency responder (University) to arrive at the scene of an emergency situation will implement the incident command system and serve as the principal University Incident Commander in charge of the overall emergency management activities until someone of higher authority relieves him/her. Support agencies such as the Wichita Falls Fire and Police Departments will support the University ICS and therefore the ICS will become a Unified Command System. The Incident Commander will establish an Incident Command Post (ICP) and provide an

assessment of the situation to University officials, identify response resources required, and direct the on-scene response from the ICP.

- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may initiate response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the university community. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander. A staging area may also be set up at this time coordinate resources and provide a check in location for authorized personnel and responders.
- c. For infectious disease outbreaks or certain bioterrorist event scenarios, the onset of the emergency maybe less apparent. As infection rates exceed expectation or baseline rates, the Incident Command will be activated under the direction of Wichita County Public Health or Department of State Health Services.

3. Source and Use of Resources.

- a. The University will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. The University's needs for state resources will come through its normal procurement process. In times of declared local emergency or disaster declarations, local government and the regional Disaster District Chairperson at Department of Public Safety – Wichita County should provide resources to the greatest degree possible. Midwestern State University should follow the process of requesting local resources first as directed under §418.102 of the Government Code. If local resources are inadequate then we would request assistance from the county/region.
- b. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- c. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

- 1. The University intends to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources

from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.

2. The Incident Commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An Incident Commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for, but not limited to:
 - a. Providing resource support for the incident command operations.
 - b. Issuing University community-wide warning through the PIO and University President.
 - c. Issuing instructions and providing information to the University community through the PIO and the University President.

- d. Support ICS in implementing large-scale evacuation.
 - e. Support ICS in damage assessments.
 - f. Organizing and implementing shelter and mass arrangements for evacuees.
 - g. Support ICS in implementing traffic control for large-scale evacuations.
 - h. Support of campus restoration and recovery activities.
 - i. Providing direction and support in Business Continuity activities.
 - j. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State & Federal Assistance

- a. If local jurisdiction resources are inadequate to serve the University's immediate needs, the University will request assistance from the surrounding jurisdictions and the State if necessary.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. 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 (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRF* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor relating to emergency management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the county judge and/or mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the county judge and/or mayor may by executive order or proclamation declare a local state of disaster. The county judge and/or mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.
 - 6) Force evacuation to include the campus community.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions, including areas surrounding university property. The City of Wichita Falls and MSU personnel would work cooperatively to ensure efficient evacuation of the university community.

H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.
 - a. Mitigation (Simple definition: remove or lessen the impact of...)

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the

probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

b. Preparedness

MSU will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate best practice guidelines.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the University community. Long-term recovery focuses on restoring the University community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery. A disaster event of catastrophic magnitude would be beyond our capability and it would likely impact the surrounding community.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Some departments and agencies within the University have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. MSU organization for emergencies includes an executive policy group, emergency services group, and support services. Attachment 3 depicts our emergency organization.

2. Executive Policy Group

The Emergency Management Committee provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Emergency Management Committee includes the Vice President for Student Affairs and Enrollment Management, the Chief of Police, Dean of Students, Associate Vice President Facilities Services, Director of Housing, Public Information and Marketing, Director of Information Systems, PC/Network Services Manager, Telecommunications Manager and Assistant Director Facilities Services.

The committee is tasked with the critical resources and safety issues.

3. Emergency Services Group

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by MSU Police Department, MSU Health Services, MSU Counseling Center, MSU Housing Office and Facilities Services.

4. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from the University's Administration in addition to a number of University departments, outside agencies, and groups. To facilitate a coordinated effort, the administration and/or departmental directors and staff may be assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has organizational responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the

general emergency responsibilities of department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Emergency Management Committee, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.
3. a. Emergency Management Committee
 - Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
 - Monitor the emergency response during disaster situations and provides direction where appropriate.
 - Keep the University community informed during emergency situations.
 - With the assistance of the President declare a “university state of emergency”
 - Request assistance from other local governments or the State when necessary
 - Direct activation of the EOC.
- b. The Emergency Management Coordinator/University Chief of Police will:
 - Implement the policies and decisions of the governing body relating to emergency management.
 - Organize the emergency management program and identifies personnel, equipment, and facility needs.
 - Assign emergency management program tasks to departments and agencies.
 - Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
 - Coordinate the operational response of local emergency services.
 - Coordinate activation of the EOC and supervise its operation.
 - Serve as the staff advisor to the University Administration on emergency management matters.
 - Keep the University Administration apprised of our preparedness status and emergency management needs.
 - Coordinate University planning and preparedness activities and the maintenance of this plan.
 - Prepare and maintain a resource inventory.
 - Arrange appropriate training for essential personnel and emergency responders.
 - Coordinate periodic emergency exercises to test our plan and training.
 - Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
 - Activate the EOC when required.
 - Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
 - Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain best practice guidelines for emergency tasks.
- c. Provide trained personnel to staff the Incident Command Post (ICP) and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management. Provide updated emergency response team personnel contact information.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

- a. The Incident Commander is the first person that arrives on scene until otherwise relieved by someone of higher authority or experience.
- b. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
 - 2) Keep the EOC staff informed of the situation until the incident has been resolved.
 - 3) Determine and implement required protective actions for response personnel and the public at an incident site.
- c. Warning.
 - 1) Primary responsibility for this function is assigned to the University Police Department who will prepare and maintain Annex A (Warning) to this plan and supporting best practice guidelines. The Wichita Falls' community warning system for tornado events should be activated by the City of Wichita Falls Emergency Management. At the same time or immediately following the City of Wichita Falls warning system activation, the University should activate its system.
 - 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the University community through available warning systems.

d. Communications.

- 1) Primary responsibility for this function is assigned to the University Police Department, who will prepare and maintain Annex B (Communications) to this plan and supporting best practice guidelines.
- 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

d. Radiological Protection.

- 1) Primary responsibility for this function is assigned to Wichita Falls Fire Department and MSU Facilities Services who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting best practice guidelines. Support to this function includes the University Police and Student Health Services.
- 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure University personnel have current training in radiological monitoring and decontamination, if necessary, and required for transportation and handling as appropriate.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials by being the point of contact to the city of Wichita Falls and other agencies as necessary.
 - d) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the University Police Department in cooperation with Facilities Services. The University Police will prepare and maintain Annex E (Evacuation) to this plan and supporting best practice guidelines. Support to this function includes the Associate VP for Facilities Services, Housing, Student Health Services, Counseling and Wichita Fire and Police Departments.
- 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may be in the future and determine if population is at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.

- c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Perform evacuation planning for special needs facilities.
- f. Firefighting.
- 1) Primary responsibility for this function is assigned to Wichita Falls Fire Department. The following university departments will provide support: University Police, Facilities Services and University Housing. The University Police will prepare and maintain Annex F (Firefighting) to this plan and supporting best practice guidelines.
 - 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.
 - i) Search and rescue operations.
- g. Law Enforcement.
- 1) Primary responsibility for this function is assigned to the University Police Department, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting best practice guidelines. Support to this function includes the VP for Student Affairs and Enrollment Management, VP of Business Affairs and Finance, Provost, Associate VP for Facilities Services, VP for University Advancement and Public Affairs, VP for Administration and Institutional Effectiveness and Wichita Falls Police Department.
 - 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.
- h. Health and Medical Services.
- 1) Primary responsibility for this function is assigned to the Medical Director, Vinson Health Center, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting best practice guidelines with assistance

from the Associate VP for Student Affairs and Dean of Students, Director of Counseling, and University Police if needed.

2) Emergency tasks to be performed include:

- a) Coordinate health and medical care and EMS support as necessary and/or requested by the City of Wichita Falls or other agencies during emergency situations. Liaison with local hospitals and public health office.
- b) Provide mental and physical health information and education to students and the campus community.

i. Direction and Control.

1) Primary responsibility for this function is assigned to the University President or his/her designee and they will prepare and maintain Annex N (Direction & Control) to this plan and supporting best practice guidelines. The University President's responsibilities parallel those of our local mayor's responsibilities during a disaster or catastrophic incident. Individuals that will support efforts of this function include the Provost, VP University Advancement and Public Affairs, VP for Student Affairs and Enrollment Management, VP Business Affairs and Finance, VP for Administration and Institutional Effectiveness, University Attorney and the Emergency Management Coordinator/Chief of Police.

2) Emergency tasks to be performed include:

- a) Direct and control University resources and assets.
- b) Maintain coordination with neighboring jurisdictions and the Disaster District in Wichita County.
- c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
- d) Assigns representatives, by title, to report to the EOC and develop procedures for crisis training.
- e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
- f) Coordinates the evacuation of areas at risk.

j. Hazardous Materials.

1) The primary responsibility for this function is assigned to the Wichita Falls Fire Department and Office of Facilities Services who will prepare and maintain Annex Q (Hazardous Material Response) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Administration and Finance, University Police, Student Health Services, and the Counseling Center.

2) Emergency tasks to be performed include:

- a) In accordance with Emergency Management and Homeland Security Presidential Directive 5 establish ICS to manage the response to hazardous materials incidents.

- b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
- c) Determine and implement requirements for personal protective equipment for emergency responders.
- d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and best practice guidelines.
- e) Determine areas at risk and which public protective actions, if any, should be implemented.
- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is assigned to the University Police Department, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Student Affairs and Enrollment Management, Facilities Services, Director of Housing and Student Health Services.
- 2) Emergency tasks to be performed include:
 - a) Check-in at the University Incident Command Post or other designated location.
 - b) Coordinate and conduct search and rescue activities.
 - c) Identify requirements for specialized resources to support rescue operations.
 - d) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the University Police Department, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Student Affairs and Enrollment Management, Provost, VP for University Advancement and Public Affairs, VP for Business Affairs and Finance, VP for Administration and Institutional Effectiveness, Facilities Services, Director of Housing, Student Health Services, Counseling Services and Wichita Falls Police Department.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to the Director of Housing, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP Student Affairs and Enrollment Management, VP for Business Affairs and Finance, University Police, Facilities Services and Student Health Services.
- 2) Emergency tasks to be performed include:
 - a) Determine appropriate building(s) to designate as temporary shelter(s) for the University with assistance from office of Facilities Services and Red Cross.
 - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.
 - c) Arrange for food services as needed.

b. Public Information

- 1) Primary responsibility for this function is assigned to the Office of Public Information and Marketing, who will prepare and maintain Annex I (Public Information and Marketing) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for University Advancement and Public Affairs and University Police.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC)
 - b) Conduct on-going hazard awareness and public education programs.
 - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compiles online, print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the Associate VP for Facilities Services, who will prepare and maintain Annex J (Recovery) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Business Affairs and Finance, Provost, VP for University Advancement and Public Affairs, VP for Student Affairs and Enrollment Management, VP for Administration and Institutional Effectiveness and University Police.
- 2) Emergency tasks to be performed include:

- a) Arrange for damage assessment training and assign teams.
 - b) Assess and compile information on damage to property. If damages are beyond MSU capability to deal with, compile information for use by University Administration in requesting state or federal disaster assistance.
 - c) If we are determined to be eligible for state or federal disaster assistance, coordinate with the state and federal agencies to carry out authorized recovery programs.
- d. University Infrastructure (streets, water/sewer/electrical, buildings, communications)
- 1) Primary responsibility for this function is assigned to the Associate VP for Facilities Services, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting best practice guidelines. Supporting individuals of this function include Vice President for Business Affairs and Finance, University Police and the City of Wichita Falls.
 - 2) Emergency tasks to be performed include:
 - a) Ensure facilities and/or infrastructure operations and /or vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore electrical infrastructure.
 - e) Restore damaged roads and bridges.
 - f) Restore waste treatment and disposal systems.
 - g) Arrange for debris removal.
 - h) General damage assessment support.
 - i) Building inspection support.
 - j) Provide specialized equipment to support emergency operations.
 - k) Support traffic control and search and rescue operations.
- e. Resource Management.
- 1) Primary responsibility for this function is assigned to the Vice President for Business Affairs and Finance, who will prepare and maintain Annex M (Resource Management) to this plan and supporting best practice guidelines. Supporting individuals of this function include Associate VP of Facilities Services, Director of Human Resources, Provost, VP for University Advancement and Public Affairs, VP for Student Affairs and Enrollment Management, VP for Administration and Institutional Effectiveness and University Police.
 - 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.

- d) Establish emergency purchasing procedures and coordinate emergency procurements.
- e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- g) Establish staging areas for resources, if required.
- h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- i) Maintain records of emergency-related expenditures for purchases and personnel.
- j) Identify emergency feeding sites, secure emergency food supplies and coordinate with the City of Wichita Falls or Wichita County for additional services

f. Human Services.

- 1) Primary responsibility for this function is assigned to the Director of Counseling, who will prepare and maintain Annex O (Human Services) this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Student Affairs & Enrollment Management, VP for Business Affairs and Finance, Student Health Services and University Police.
- 2) Emergency tasks to be performed include:
 - a) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
 - b) Coordinate special care requirements for disaster victims such as special needs students or staff, and others as needed.
 - c) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

g. Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the Office of Associate VP of Facilities Services, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Business Affairs and Finance.
- 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Summary and Analysis.
 - b) Identify beneficial pre-disaster hazard mitigation projects.
 - c) In the aftermath of an emergency, determine appropriate actions, with the assistance of the City of Wichita Falls and/or Wichita County, to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster hazard mitigation program.

h. Transportation.

- 1) The primary responsibility for this function is assigned to the Office of Associate VP of Facilities Services, who will prepare and maintain Annex S (Transportation) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Business Affairs and Finance, VP for Student Affairs and Enrollment Management and University Police. Requests for transportation services during emergencies will be made through the Office of Facilities Services or University Police who will serve as Liaison and support to the City of Wichita Falls.
 - a) Coordinate with the City of Wichita Falls Office of Emergency Management in identifying local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinate deployment of transportation equipment to support emergency operations.
 - c) Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.

i. Donations Management.

- 1) The primary responsibility for this function is assigned to the VP for University Advancement and Public Affairs, who will prepare and maintain Annex T (Donations Management) to this plan and supporting best practice guidelines. Supporting individuals of this function include VP for Business Affairs and Finance and Public Information and Marketing.
- 2) Emergency tasks to be performed include:
 - a) Compile resource requirements identified by the Resource Management staff.
 - b) Solicit donations to meet known needs.
 - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
 - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

j. Legal.

- 1) The primary responsibility for this function is assigned to the University Legal Counsel, who will prepare and maintain Annex U (Legal) to this plan and supporting best practice guidelines.
- 2) Emergency tasks to be performed include:

- a) Advise University administration on appropriate measures to be taken by the President in the event of a declared disaster of major emergency as requested by the mayor.
- b) Review and advises University officials on possible legal issues arising from disaster operations.

k. Overarching Business Continuity Plan.

- 1) The primary responsibility for this function is assigned to the Emergency Management Coordinator, who should prepare and maintain Annex W (Overarching Business Continuity Plan) to this plan and support best practice guidelines. All mission critical departments are to support this function by developing, testing, implementing and updating their plan as appropriate.
- l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the University President.

7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) Wichita County Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

- 2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

- 3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

- 4) RACES.

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

VII. DIRECTION AND CONTROL

A. General

1. The President along with the Emergency Management Committee is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, the President or his/her designee may carry out those responsibilities from the EOC.
2. The President will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The Chief of Police/Emergency Management Coordinator (EMC) will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated efforts.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from the City of Wichita Falls, Wichita County, organized volunteer groups, or the state of Texas.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located in the J.S. Bridwell Board Room of the Hardin Administration Building.
3. The following individuals are authorized to activate the EOC:
 - a. The University President
 - b. University Vice Presidents
 - c. Emergency Management Coordinator/Chief of Police

4. The general responsibilities of the EOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail University services, recommend the closure of campus and cancellation of other special events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the University community.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in Section V. subsection E.
6. Our Alternate EOC is located at the MSU Police Department. This facility will be used if our primary EOC becomes unusable.
7. We have access to a mobile command and control vehicle, operated by Wichita Falls Emergency Management or Wichita County Emergency Management which may be used as an incident command post.

C. Line of Succession

1. The line of succession for the University President is:
 - a. President
 - b. Provost
 - c. VP for Student Affairs and Enrollment Management
 - d. VP for University Advancement and Public Affairs
 - e. VP for Administration and Institutional Effectiveness
 - f. VP for Business Affairs and Finance
2. The line of succession for the VP for Student Affairs & Enrollment Management is:
 - a. Emergency management Coordinator/ Chief of Police
 - b. Associate Vice President for Student Affairs and Dean of Students
3. The line of succession for the Emergency Management Coordinator is:
 - a. Associate VP for Facility Services
 - b. University Police Sergeant

4. The lines of succession for each of our department and agency heads shall be in accordance with the best practice guidelines established by those departments and agencies.

VIII. READINESS LEVELS

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the University President, or for certain circumstances the Chief of Police/Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency best practice guidelines.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 1. Level 4: Normal Conditions
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of the university are not affected.
 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. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Severe Weather Threat. A severe weather system has developed that has the potential to impact the local area. Readiness actions may include monitoring the weather via the Weather Channel and the National Weather Service, or local television. Communications between the University and the City of Wichita Falls 911 center may be necessary if the threat is such that the community warning sirens are activated for a tornado event.
 - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) 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.
 - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.

- 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
 - b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.
3. Level 2: High Readiness
- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition 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) Severe Weather Threat. A severe weather system may impact the local area within 3 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment.
 - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. The City of Wichita Falls will activate the community warning siren for 3 minutes. A secondary activation may be needed. There is not an all clear activation.
 - 3) Flash Flood Warning. Issued to warn persons that flash flooding is imminent or occurring on certain streams or designated areas, and precaution should be taken.
 - 4) Winter Storm Warning. Issued when sleet, or freezing rain are forecast to occur. Readiness actions may include preparing for possible power outages and continuous situation monitoring.
 - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on standby, and continuous situation monitoring.
 - b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.
4. Level 1: Maximum Readiness
- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

- 1) Severe Weather warning. Readiness actions may include continuous situation monitoring, activation of the EOC, recommending precautionary actions for special facilities.
 - 2) Tornado Warning. Tornado has been sited especially close to the City of Wichita Falls and moving towards the University. Readiness actions may include taking immediate shelter.
 - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should University resources prove to be inadequate during an emergency, requests will be made for assistance from the City of Wichita Falls, Wichita County, the State of Texas, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents and expectations of outcome, liable agency and monetary responsibility.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If the University is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

The University 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 the established University fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the public.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain details of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

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

2. Preservation of Records

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

D. Training

It will be the responsibility of the EMC to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill. Students who live in residential apartments or residence halls should have a fire drill each semester to ensure they know how to evacuate facilities. Responder training should include at least one drill/exercise each year unless a significant incident occurs on campus, as defined by Vice President for Student Affairs and Enrollment Management.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Wichita County Criminal District Attorney, who will pass such complaints to the Consumer Protection division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The EMC/Chief of Police is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will be completed by the EMC and will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The Emergency Management Coordinator is responsible for developing and maintaining the emergency operations plan. The University Board of Regents , the University President and

the Emergency Management Committee are responsible for approving and promulgating the plan.

B. Distribution of Planning Documents

1. The University Emergency Management Committee shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed annually by University officials. The Emergency Management Committee will establish a schedule for annual review of all planning documents.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or administrative structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex.
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that TDEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The University EMC is responsible for submitting copies of planning documents to our TDEM Regional Liaison Officer for review.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System
8. Texas Education Code 51.217

ATTACHMENT 1 DISTRIBUTION LIST OF THE BASIC PLAN AND ANNEXES ON CD

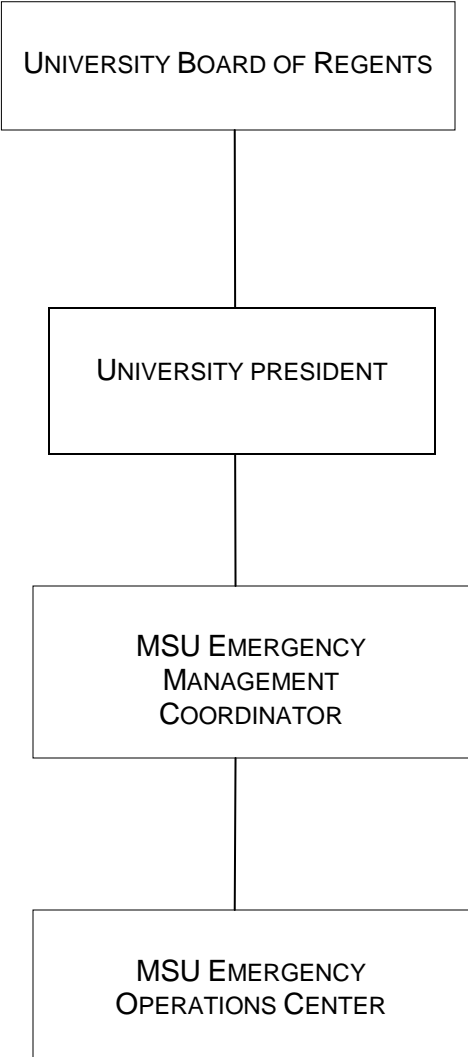
<u>Agency Plan</u>	<u>Basic</u>	<u>Annexes</u>
University President	1	All
Provost	1	All
Vice President for Student Affairs and Enrollment Management	1	All
Vice President for University Advancement and Public Affairs	1	All
Vice President for Business Affairs and Finance	1	All
Vice President for Institutional Effectiveness	1	All
Associate Vice President for Facilities Services	1	All
Emergency Management Coordinator/Chief of Police	1	All
Assistant Director for Facilities Services	1	All
Director of Public Information and Marketing	1	All
Director of Information Systems	1	All
PC/Network Services Manager	1	All
Telecommunications Manager	1	All
Associate VP for Student Affairs and Dean of Students	1	All
Director of Human Resources	1	All
Director Housing and Resident Life	1	All
University Physician	1	All
Medical Director, Vinson Health Center	1	All
Director Counseling Center	1	All
Wichita County Emergency Management Coordinator	1	All
City of Wichita Falls Emergency Management Coordinator	1	All
American Red Cross	1	All
Members of the MSU Emergency Management Committee	1	All

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Framework*
7. 79th Texas Legislature, *House Bill 3111*
8. Occupational Safety and Health Administration (OSHA) website, http://www.ilpi.com/msds/osha/1910_1200.html
9. Environmental Protection Agency (EPA), *Resource Conservation and Recovery Act rules*.
10. Agency for Toxic Substances and Disease Registry (ATDSR), <http://www.healthfinder.gov/scripts/SearchContext.asp?topic=1515&page=0>
11. Texas Education Code, Section 51.217, Chapter 51, subchapter E
12. NFPA 1600, *Emergency Management & Business Continuity*, 2010 edition.

**ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**Tab1 to Attachment 3
Organization for Emergency Management – University Program**



**ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning (Emergency Notification) (A)	Communications (B)	Shelter & Mass Care (C)	Radiological Protection (D)	Evacuation (E)	Firefighting (F)	Law Enforcement (G)	Health & Medical (H)	Public Information (I)	Recovery (J)	Public Works & Engineering (K)	Utilities (L)	Resource Management (M)	Direction & Control (N)	Human Services (O)	Hazard Mitigation (P)	Hazmat & Oil Spill Response (Q)	Search & Rescue (R)	Transportation (S)	Donations Management (T)	Legal(U)	Terrorist Incident Response (V)	Overarching Business Continuity Plan (W)	
University President														P									S	
Provost							S			S			S	S									S	S
VP Student Affairs & Enrollment Management	S	S	S		S		S	S		S			S	S	S			S	S				S	S
VP University Advancement & Public Affairs							S		S	S			S	S						P			S	S
VP Administration & Institutional Effectiveness							S						S	S									S	S
VP Business Affairs & Finance			S				S			S	S	S	P	S	S	S	S		S	S			S	S
EMC (Chief of Police)	C	C	C	C	C	C	C	C	C	C		C	C	S	C	C	C	C		C			C	
Law Enforcement - UPD	P	P	S	S	P	S	P	S			S	S		S	S		S	P	S				P	S
Assoc. VP Facilities Services		S	S		S	P	S			P	P	P	S			P	P	S	P				S	S
University Medical Director – Vinson Health Center			S	S	S			P							S		S	S					S	S
Counseling Center			S		S			S							P								S	S
Director of Housing			P		S	S		S										S					S	S
Human Resources													S											S
Public Information & Marketing	S	S							P											S				S
University General Counsel														S							P			S
City of Wichita Falls	S		S	S	S	S	S				S	S					P	S	S				S	
Dean of Health Sciences				P																				
Mgr. Facilities Information & University health/Safety																								P

P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
Annex A: Warning	University Police
Annex B: Communications	University Police
Annex C: Shelter & Mass Care	Director of Housing
Annex D: Radiological Protection	Dean of Health Sciences City of Wichita Falls Fire Department
Annex E: Evacuation	University Police
Annex F: Firefighting	City of Wichita Falls Emergency Management (Fire)
Annex G: Law Enforcement	University Police
Annex H: Health and Medical Services	Student Health Services
Annex I: Public Information	Public Information and Marketing
Annex J: Recovery	VP Business Affairs and Finance
Annex K: Public Works & Engineering	Associate VP for Facilities Services
Annex L: Utilities	Associate VP for Facilities Services
Annex M: Resource Management	VP Business Affairs and Finance
Annex N: Direction & Control	University President
Annex O: Human Services	MSU Counseling Center
Annex P: Hazard Mitigation	Associate VP Facilities Services
Annex Q: Hazardous Materials & Oil Spill Response	Associate VP for Facilities Services City of Wichita Falls Emergency Management (Fire)
Annex R: Search & Rescue	University Police
Annex S: Transportation	Associate VP Facilities Services
Annex T: Donations Management	VP for University Advancement and Public Affairs
Annex U: Legal	University Attorney
Annex V: Terrorist Incident Response	University Police
Annex W: Overarching Business Continuity Plan	Mgr., Facilities Information and University Health/Safety

ATTACHMENT 6
SUMMARY OF AGREEMENTS & CONTRACTS

Agreements

Description: Memorandum of Understanding

Summary of Provisions: Agreement for police services between the University Police and City Police

Officials Authorized to Implement: VP for Student Affairs and Enrollment Management and Assistant City Manager

Costs: None

*Copies Held By: **Police Agencies***

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The 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.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the 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 or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the 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.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
-
- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
-
2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 6. 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.

ATTACHMENT 8
HOUSE BILL 1831 REQUIREMENTS

SEC. 51.217. MULTHAZARD EMERGENCY OPERATIONS PLAN; SAFETY AND SECURITY AUDIT. (A) IN THIS SECTION, "INSTITUTION" MEANS A GENERAL ACADEMIC TEACHING INSTITUTION, A MEDICAL AND DENTAL UNIT, OR OTHER AGENCY OF HIGHER EDUCATION, AS THOSE TERMS ARE DEFINED BY SECTION 61.003.

(B) AN INSTITUTION SHALL ADOPT AND IMPLEMENT A MULTI-HAZARD EMERGENCY OPERATIONS PLAN FOR USE AT THE INSTITUTION. THE PLAN MUST ADDRESS MITIGATION, PREPAREDNESS, RESPONSE, AND RECOVERY. THE PLAN MUST PROVIDE FOR:

(1) EMPLOYEE TRAINING IN RESPONDING TO AN EMERGENCY;

(2) MANDATORY DRILLS TO PREPARE STUDENTS, FACULTY, AND EMPLOYEES FOR RESPONDING TO AN EMERGENCY;

(3) MEASURES TO ENSURE COORDINATION WITH THE DEPARTMENT OF STATE HEALTH SERVICES, LOCAL EMERGENCY MANAGEMENT AGENCIES, LAW ENFORCEMENT, HEALTH DEPARTMENTS, AND FIRE DEPARTMENTS IN THE EVENT OF AN EMERGENCY; AND

(4) THE IMPLEMENTATION OF A SAFETY AND SECURITY AUDIT AS REQUIRED BY SUBSECTION (C).

(C) AT LEAST ONCE EVERY THREE YEARS, AN INSTITUTION SHALL CONDUCT A SAFETY AND SECURITY AUDIT OF THE INSTITUTION'S FACILITIES. TO THE EXTENT POSSIBLE, AN INSTITUTION SHALL FOLLOW SAFETY AND SECURITY AUDIT PROCEDURES DEVELOPED IN CONSULTATION WITH THE DIVISION OF EMERGENCY MANAGEMENT OF THE OFFICE OF THE GOVERNOR.

(D) AN INSTITUTION SHALL REPORT THE RESULTS OF THE SAFETY AND SECURITY AUDIT CONDUCTED UNDER SUBSECTION (C) TO THE INSTITUTION'S BOARD OF REGENTS AND THE DIVISION OF EMERGENCY MANAGEMENT OF THE OFFICE OF THE GOVERNOR.

(E) EXCEPT AS PROVIDED BY SUBSECTION (F), ANY DOCUMENT OR INFORMATION COLLECTED, DEVELOPED, OR PRODUCED DURING A SAFETY AND SECURITY AUDIT CONDUCTED UNDER SUBSECTION (C) IS NOT SUBJECT TO DISCLOSURE UNDER CHAPTER 552, GOVERNMENT CODE.

(F) A DOCUMENT RELATING TO AN INSTITUTION'S MULTI-HAZARD EMERGENCY OPERATIONS PLAN IS SUBJECT TO DISCLOSURE IF THE DOCUMENT ENABLES A PERSON TO:

(1) VERIFY THAT THE INSTITUTION HAS ESTABLISHED A PLAN AND DETERMINE THE AGENCIES INVOLVED IN THE DEVELOPMENT OF THE PLAN AND THE AGENCIES COORDINATING WITH THE INSTITUTION TO RESPOND TO AN EMERGENCY, INCLUDING THE DEPARTMENT OF STATE HEALTH SERVICES, LOCAL EMERGENCY SERVICES AGENCIES, LAW ENFORCEMENT AGENCIES, HEALTH DEPARTMENTS, AND FIRE DEPARTMENTS;

(2) VERIFY THAT THE INSTITUTION'S PLAN WAS REVIEWED WITHIN THE LAST 12 MONTHS AND DETERMINE THE SPECIFIC REVIEW DATES;

(3) VERIFY THAT THE PLAN ADDRESSES THE FOUR PHASES OF EMERGENCY MANAGEMENT UNDER SUBSECTION (B);

(4) VERIFY THAT INSTITUTION EMPLOYEES HAVE BEEN TRAINED TO RESPOND TO AN EMERGENCY AND DETERMINE THE TYPES OF TRAINING, THE NUMBER OF EMPLOYEES TRAINED, AND THE PERSON CONDUCTING THE TRAINING;

(5) VERIFY THAT EACH CAMPUS HAS CONDUCTED MANDATORY EMERGENCY DRILLS AND EXERCISES IN ACCORDANCE WITH THE PLAN AND DETERMINE THE FREQUENCY OF THE DRILLS;

(6) VERIFY THAT THE INSTITUTION HAS COMPLETED A SAFETY AND SECURITY AUDIT UNDER SUBSECTION (C) AND DETERMINE THE DATE THE AUDIT WAS CONDUCTED, THE PERSON CONDUCTING THE AUDIT, AND THE DATE THE INSTITUTION PRESENTED THE RESULTS OF THE AUDIT TO THE BOARD OF REGENTS; AND

(7) VERIFY THAT THE INSTITUTION HAS ADDRESSED ANY RECOMMENDATIONS BY THE BOARD OF REGENTS FOR IMPROVEMENT OF THE PLAN AND DETERMINE THE INSTITUTION'S PROGRESS WITHIN THE LAST 12 MONTHS.