



Comprehensive Emergency Management Plan (CEMP)



The University of Texas at San Antonio

The University of Texas at San Antonio
 Comprehensive Emergency Management Plan

RECORD OF CHANGES

Change #	Date	Page #	Change Entered By:	Nature of Change
1	20 Feb 09	1	D. Agans	Insertion of "Record of Changes"
2	20 Feb 09	10	D. Agans	Description of local emergency facilities
3	20 Feb 09	16	D. Agans	Insertion of "Line of Succession"
4	20 Feb 09	15	D. Agans	Insertion of "reports required during emergency operations"
5	20 Feb 09	13	D. Agans	Description of appropriate training for responders.
6	11 Jun 09	8	D. Agans	Insertion of "UTSA Hazard Threat Analysis"
7	11 Jun 09	5	D. Agans	Insertion of "Explanation of Terms"

LETTER OF PROMULGATION


To the maximum extent possible, The University of Texas at San Antonio provides a safe and secure environment. The University has recently developed and implemented this updated Comprehensive Emergency Management Plan. It has been prepared to facilitate the most effective and efficient response effort for the utmost benefit and protection of the university community in a time of emergency.

While no plan can completely prevent a critical incident, good plans carried out by knowledgeable and well-trained people can and will reduce losses. The plan establishes the emergency organization structure, specific policies, general procedures, and provides a coordination platform for the various emergency staff and service elements, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS).

Detailed within the plan is the framework for coordination and full mobilization of university assets. This includes clarification of the university's strategies for mitigating, responding, and recovering from an emergency. Personnel and departments assigned specific emergency tasks must have a working knowledge of the roles and actions described herein. Departments not tasked with specific emergency action items are also required to conduct emergency planning to ensure a rapid and decisive continuation of normal university operations.

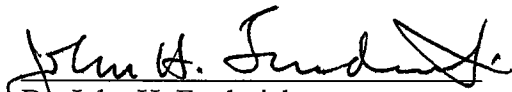
An annual assessment and review of the plan will be conducted in conjunction with a rigorous exercise and testing process to ensure the plan is current and effective. The university administration supports this plan and urges all students, faculty, and staff to do their part in the total emergency response of The University of Texas at San Antonio.

The University of Texas at San Antonio Comprehensive Emergency Management Plan is hereby approved. The plan takes effect immediately and supersedes all previous editions.



Dr. Ricardo Romo
President

In Concurrence:



Dr. John H. Frederick
Provost

July 1, 2009

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I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and University 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, January
10. National Strategy for Homeland Security, July 2002

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

C. Local

1. City Ordinance #67229, dated June 2, 1988 (Emergency Management Program) and San Antonio City Code Article 8 Section II
2. City Ordinance #101347, September 2005 (National Incident Management System Adopted)

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Actions Report
ARC	American Red Cross
BCEM	Office of Business Continuity & Emergency Management
COSA	City of San Antonio
DHS	Department of Homeland Security
DPS	Department of Public Safety
EOC	Emergency Operations Center
ERT	Emergency Response Team
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
GO	General Orders
HAZMAT	Hazardous Materials
HSPD	Homeland Security Presidential Directive
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MACC	Multi-agency Coordination Center
MOU	Memorandum of Understanding
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRF	National Response Framework
OCR	Office of Collateral Responsibility
OPR	Office of Primary Responsibility
OSHA	Occupational Safety & Health Administration
PEAC	President's Emergency Advisory Council
PIO	Public Information Officer
POC	Point of Contact
SAMHD	San Antonio Metrohealth District
SOP	Standard Operating Procedures
UTSA	The University of Texas at San Antonio
UT System	The University of Texas System

III. PURPOSE

The Emergency Management Plan establishes policies, procedures and an organizational structure for response to emergencies of a magnitude to cause a significant disruption of the University of Texas at San Antonio (UTSA) and describes the roles and responsibilities of departments, schools, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. An emergency may be sudden and without warning, therefore; these

procedures are designed to be flexible in accommodating contingencies of various types and magnitudes.

Through the use of annexes, this Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. These include emergency instructions and references in a concise format for those individuals designated to manage University resources. This plan is intended to provide a framework for more specific functional annexes and standard operating guidelines and procedures that describe in more detail who does what, when, and how.

UTSA has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (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.

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 NRF coordinating structures, processes, and protocols.

IV. SCOPE

This plan is a comprehensive, all-hazards emergency management plan. It outlines the mitigation, preparedness, response, and recovery steps of university personnel and resources for emergency situations and is consistent with established practices relating to coordination of resources through the use of the National Incident Management System (NIMS). The University will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation, and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The University must prepare for three different scenarios with the potential to affect its operations. These are:

- Incidents occurring within the University – These are incidents where University personnel are expected to take a leadership role in the management of all aspects of the incident including the direction of mutual aid responders.
- Incidents outside the University but affecting its operations – These are incidents in the surrounding community with minimal effect on campus but may influence a decision to suspend some or all campus activities.

- Incidents outside the University not affecting its operations – These are incidents in the surrounding community with no impact on the ability of the University to continue its operations but the University may be asked to render assistance to one or more local agencies.

V. MISSION

The University is committed to respond to any emergency situation in a safe, effective, and timely manner. University personnel and equipment will accomplish its responsibilities according to these priorities:

- Priority 1: Protection of Human Life
- Priority 2: Incident Stabilization
- Priority 3: Support of Health, Safety, and Basic Care Services
- Priority 4: Protection and Security of University Assets
- Priority 5: Maintenance of University Services
- Priority 6: Assessment of Damages
- Priority 7: Restoration of Essential Campus Operations
- Priority 8: Restoration of General Campus Operations

VI. ASSUMPTIONS

This Comprehensive Emergency Management Plan provides a realistic approach to the problems likely encountered during a major emergency or disaster. Therefore, the following assumptions are made and should be used as general guidelines in such an event:

- An incident may occur at any time of the day, night, weekend, or holiday with little or no warning.
- The succession of events in an incident is not predictable. Therefore, published operational plans, such as the ones included in this plan, should serve only as a guide and a checklist. They may require modifications to meet the requirements of the emergency.
- A campus emergency or disaster may be declared if information indicates conditions are developing or probable.
- Incidents may be community-wide. Local emergency response agencies may request the University to prepare for and carry out disaster response and short-term recovery operations.
- Proper mitigation actions, such as floodplain management, and fire inspections/drills, 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.

VII. TYPES OF EMERGENCIES/LEVELS OF RESPONSE

There are several types of emergency scenarios that may confront the University and cause activation of this plan. They include, but are not limited to:

Visual Aid 1: UTSA Hazard Threat Analysis

The University of Texas at San Antonio Hazard Threat Analysis			
	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Hazard Type:	See ** Below	Limited, Moderate, Major	Limited, Moderate, Major
<i>Natural</i>			
Drought/Heat Wave*	Highly Likely	Limited to Moderate	Moderate
Earthquake*	Unlikely	Limited	Limited
Flash Flooding*	Highly Likely	Moderate to Major	Moderate to Major
Flooding*	Likely	Moderate to Major	Moderate to Major
Hurricane*	Occasional	Moderate	Moderate
Tornado*	Occasional	Moderate to Major	Moderate to Major
Wildfire*	Unlikely	Limited	Limited to Moderate
Winter Storm/Ice*	Occasional	Major	Major to Moderate
Pandemic	Occasional	Moderate to Major	Limited to Moderate
<i>Technological</i>			
Energy/Fuel Shortage*	Occasional	Limited	Limited
HAZMAT	Occasional	Limited to Major	Limited to Major
Major Structural Fire	Occasional	Limited	Moderate to Major
Water System Failure*	Occasional	Limited to Major	Limited to Major
Loss of Information Technology	Occasional	Limited to Major	Limited to Major
<i>Security</i>			
Civil Disorder*	Occasional	Limited to Major	Limited to Major
Bomb Threat	Occasional	Limited	Limited
<i>Attack</i>			
Terrorism/Domestic*	Occasional	Major	Limited to Major

* Used with permission from the City of San Antonio Office of Emergency Management Hazard Threat Analysis
 ** Likelihood of Occurrence: Unlikely, Occasional, Likely, of Highly Likely

There are four levels or types of emergencies:

- **LEVEL 1 – MINOR INCIDENT:** A Minor Incident is defined as a local event with limited impact which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.
- **LEVEL 2 – EMERGENCY:** An Emergency is defined as a serious event that significantly disrupts one or more operations of the University. Multiple University resources are involved; the Emergency Management Plan would be activated as necessary.

• **LEVEL 3 – DISASTER:** A Disaster is defined as a very serious event which seriously impairs or halts the operations of the University. The Emergency Management Plan is fully activated.

• **LEVEL 4 – CATASTROPHE:** A Catastrophe is severe disaster in which the infrastructure of the University or the immediate community is destroyed or seriously damaged. Full coordination with City, County, and State emergency resources is necessary to stabilize the event on campus. The Emergency Management Plan is fully activated.

Visual Aid 2: Level of Incident and Response Matrix

Scope	Minor Incident	Emergency	Disaster	Catastrophe
University Activities	Minimal and localized. Most University activities not impacted	Significant. University activities localized – shutdown is likely	Very Significant. University activities shutdown for a period of time.	All University activities are suspended until further notice
Faculty, Staff, and Students	Site-specific -- localized impact Injuries possible	Site-specific or general impact with possible disruption Injuries and fatalities are possible	General impact with probable disruptions Injuries and fatalities are probable	General impact with known disruptions, injuries, and/or fatalities
Media Coverage	None expected or limited local coverage.	Local/regional coverage.	Local, regional, and possible national coverage.	Extensive media coverage under JIS guidelines
Public and Government Concern	Limited.	Potential exists for an embarrassment Government agencies may investigate response/recovery efforts.	Potential exists for an embarrassment Government investigations or hearings likely	Potential exists for an embarrassment Government investigations or hearings likely
Incident Command	Limited or none	Partial / Full Activation	Full Activation	Full Activation
President's Emergency Advisory Council	None	Partial / Full Activation	Full Activation	Full Activation
Emergency Response Team	Limited or none	Partial / Full Activation	Full Activation	Full Activation
EMT Involvement	Probably none	Consulted as needed	Actively involved and possible hospital notification	Actively involved and possible hospital notification

VIII. RESPONSE PROTOCOL

As specified by the National Incident Management System (NIMS), the University uses the Incident Command System (ICS) as its management structure during any operational phase of an incident within the scope of this plan. The use of the Incident Command System facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

IX. ORGANIZATIONAL COMPONENTS

The University's Comprehensive Emergency Management Plan consists of five major elements:

- President's Emergency Advisory Council (PEAC)
- Emergency Response Team (ERT)
- Emergency Response Annexes
- Specialized Departmental Plans
- Building Emergency Plans

A. The President's Emergency Advisory Council (PEAC)

The President's Emergency Advisory Council (PEAC) will consist of the Provost, Vice President of Business Affairs, Vice President of Student Affairs, as well as the Chief of Police and the University Communications representative. The PEAC may be asked to provide additional support and advice to the University President or the designated official in dealing with student body and local community issues.

B. Emergency Response Team (ERT)

The Emergency Response Team (ERT) is activated as needed to manage the University's response to an emergency incident as directed by the Director of Business Continuity and Emergency Management in consultation with the Chief of Police, Vice President of Business Affairs, and the President of the University. The EOC Director has responsibility for overall management of the incident and must be fully qualified to manage the incident. The Incident Commander has the responsibility of the on-sight tactical management of the incident and is designated by the Chief of Police.

The UTSA ERT functions from the UTSA Emergency Operations Center (EOC) during emergency situations. The UTSA Primary EOC is located in the Physical Plant Building of the 1604 Campus. It is equipped with multiple phone/data connections and visual displays for information collection and dissemination. The UTSA Primary EOC has back-up generator power and controlled accessibility.

C. Emergency Response Annexes

Incidents occurring at University of Texas at San Antonio may require the assistance of the personnel and equipment resources of the University of Texas System, City of San Antonio, Bexar County, and other agencies of the State of Texas. The resources of these local and state response agencies may be needed to stabilize the incident and begin the necessary recovery efforts. Lead units/departments of the University will be expected to coordinate with these external resources within their respective emergency support functions during the response and recovery efforts.

Individual functional areas within the University will develop Response Plans to specific types of incidents to identify key personnel and define specific responsibilities and procedures to mitigate the specific threat, determine equipment and supply needs to support their emergency functions, train response personnel, and provide guideline for demobilization and recovery operations.

D. Specialized Departmental Plans

Several offices have critical responsibilities during emergency situations. These offices are required to have an individual Departmental Operations Plans to outline their specific tasks for the duration of the incident. Specific information from these plans will be included in the ICS Initial Incident Action Plan (IAP) and monitored throughout the incident by the Planning Section Chief and included, as necessary, in the operational period's Incident Action Plan. The Incident Commander may work with the Department Manager to determine appropriate staffing, alternate means of communications, security, essential services, and operational guidelines necessary for continued business operations deemed necessary during the incident.

Specialized Departmental Plans are recommended from the following Departments:

- Office of the President
 - Legal Affairs
- Student Affairs
 - Student Affairs Response Team
 - Housing and Residence Life
 - Health Services
- Business Affairs Office
 - Office of Finance & Administration
 - Auxiliary Services
 - Environmental Health, Safety & Risk Management
 - University Police Department
 - Human Resources
 - Facilities Services
 - Parking & Transportation
- Academic Affairs
- Child Development Center
- Office of Information Technology
- University Communications

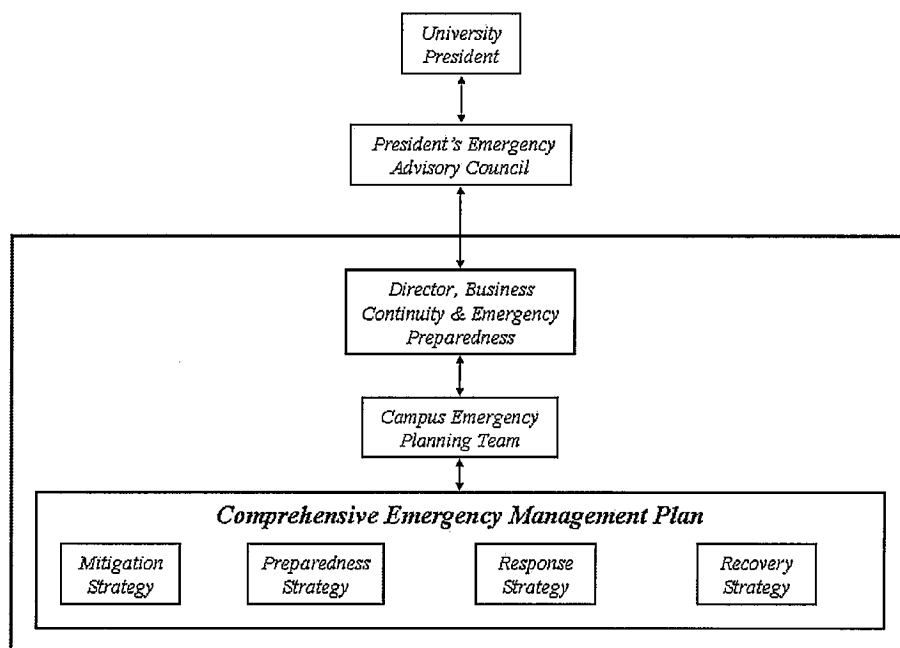
E. Building Emergency Plans

These are building or area specific plans developed to reduce the risk of life or property loss through preparation for foreseeable events. At a minimum they will address emergency response, Building Captain appointment letters, and evacuation routes. These plans are location specific plans written by the Building Captain who is designated by the Office of Business Continuity & Emergency Management from among those locations Floor Captains. These plans are written in coordination with the Office of Business Continuity & Emergency Management and approved by the UTSAPD, BCEM and EHSRM.

X. CAMPUS EMERGENCY MANAGEMENT PLANNING PROCESS

The Assistant Chief of Police will act as oversight for the Emergency Management Planning Team during the pre-planning coordination of the Comprehensive Emergency Management Plan and its annexes. During the emergency planning process the Director of Business Continuity and Emergency Management will act as the Coordinator of the Emergency Management Planning Team in the writing and/or review of the Comprehensive Emergency Management Plan and its annexes for the University of Texas at San Antonio. This Team will consist of the primary or alternate members of the Emergency Response Team to facilitate a greater understanding of the plan. All members of the Emergency Management Planning Team will review the plan prior to its coordination with the President's office. Final approval of the University of Texas at San Antonio Comprehensive Emergency Management Plan rests with the President of the University or his designee.

Visual Aid 3: Campus Planning Process



XI. ACTIONS BY PHASES OF EMERGENCY MANAGEMENT

A. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- **Mitigation** (Simple definition: remove or lessen the impact of...)

We will conduct mitigation activities as an integral part of our emergency management program. This is an effort to reduce the loss of life and property by lessening the impact of disasters.

- **Preparedness**

We 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:

- Providing limited emergency equipment and facilities.
- Emergency planning, including maintaining this plan (annual review), its annexes, and reviewing appropriate SOPs/SOGs.
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other University officials, and volunteer groups who assist during emergencies.
 - National Incident Management System training is mandatory for university officials that directly support the UTSA response and recovery as members of the PEAC, ERT, or first responders. This training can be accomplished through online training or classroom instruction.
 - PEAC – ICS 100 & ICS 700
 - ERT & all first responder supervisors – ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 & ICS 800
 - Front line first responders & Dispatch personnel – ICS 100, ICS 200, ICS 700 & ICS 800
- Conducting periodic drills and exercises to test our plans and training.

- **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 information, search and rescue, as well as other associated functions.

- **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.

CAMPUS EMERGENCY MANAGEMENT PLANNING STRATEGIES Oversight: Director of Business Continuity & Emergency Management			
MITIGATION	PREPAREDNESS	RESPONSE	RECOVERY
<ul style="list-style-type: none"> • Hazard Analysis • Safety/Security Plans and Guidelines • University and Department Safety Committee Attendance 	<ul style="list-style-type: none"> • Training and Exercise Schedule • Emergency Preparedness Website • Community Outreach Program Development <ul style="list-style-type: none"> ▪ Faculty, Staff, & Student Newcomer's Emergency Preparedness Orientation ▪ Hazard Specific Informational Handouts • Floor Captain Safety Liaison Program 	<ul style="list-style-type: none"> • PEAC • ERT • Emergency Response Annexes • Special Departmental Plans • Building Emergency Plans 	<ul style="list-style-type: none"> • Reconstruction • Program Restoration • Continuity of Operations Planning

Visual Aid 4: Campus Emergency Management Planning Strategies Matrix

XII. THE EMERGENCY DETERMINATION AND DECLARATION PROCESS

The University of Texas at San Antonio Police Department operates on a continuous 24/7/365 and has the primary responsibility for monitoring emergency threats and events. The Police Department is always available to receive emergency communications from official and public sources and the On Duty Shift Supervisor is fully trained to follow ICS guidelines and established standard operating procedures for emergency response. When an emergency warrants, he or she would immediately establish an incident command post and notify the Chief of Police and other officials on the call list. The Shift Supervisor will retain incident command until properly relieved and will determine the appropriate level of response. The provisions of the Emergency Management Plan and Standard Operating Procedures will guide the Incident Commander in controlling the incident and if appropriate, transferring command to the Emergency Operations Center.

Full plan activation still begins at the discretion of the Incident Commander but will generally occur once the Chief of Police in conjunction with the Vice President of Business Affairs assesses the incident. In the event of any campus incident or declared local, state, or federal emergency, a recommendation will be made by the Chief of Police in consultation with the Vice President of Business Affairs and the University President on a plan of action.

On activation, designated members of the Campus Emergency Response Team will be notified to report to the designated Emergency Operations Center (EOC). The EOC Director will direct the Operations/Planning Section Chief to complete the Incident Action Plan to review the circumstances of the emergency with the other staff members. This will include the release of information to the University community regarding the impending threat or emergency situations by the Public Information Officer and the EOC Director with the approval of the University President.

The EOC will be maintained in a state of readiness by the Director of Business Continuity and Emergency Management. The EOC normally serves as the centralized, well-supported location for everyday emergency management coordination. Response activities and work assignments may be planned, coordinated, and delegated from the EOC.

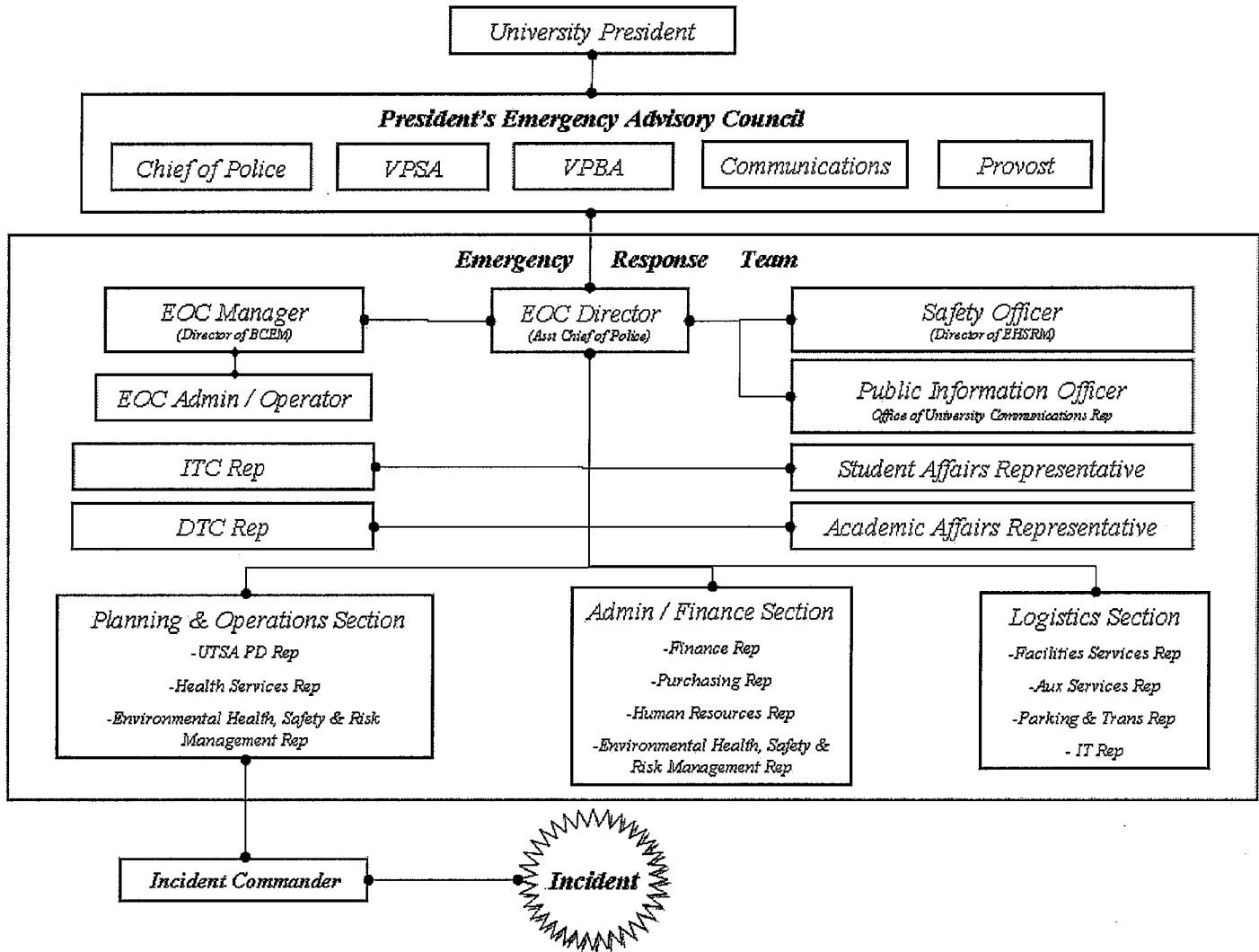
If necessary, the EOC Director in coordination with the Chief of Police and the Office of University Communications will prepare a Declaration of a State of Emergency for the University President's approval and signature.

During activation the EOC is responsible for information collection and dissemination. The EOC is responsible for preparing and disseminating the following reports –

- Initial Emergency Report – A short report prepared and transmitted when an on-going emergency incident appears likely to worsen and additional assistance may be needed. This report will be disseminated to other direction & control facilities, key decision-makers, and other jurisdictions if necessary.
- Situation Report – A daily or shift change situation report will be prepared and distributed during major emergencies. The EOC will prepare the overall daily report. Each ICS section should prepare a specific document for their area.
- Log of Events – The EOC and the Incident Command Post will maintain an accurate Log of Events recording key response activities, including:
 1. Activation or deactivation of emergency facilities.
 2. Emergency notifications to university or outside agencies.
 3. Significant changes in the emergency situation.
 4. Major commitments of resources or requests for additional resources.
 5. Issuance of protective action recommendations to the public.
 6. Evacuations.
 7. Casualties.
 8. Containment or termination of the incident.
- After Actions Report (AAR) – Following the conclusion of any significant emergency event or exercise, BCEM will conduct a post-incident or exercise review. Review may be conducted in the form of a meeting or by requesting written inputs from participants regarding problems observed and recommendations for improvement. If circumstances warrant BCEM may publish a written report.

XIII. INCIDENT COMMAND STRUCTURE ROLES and RESPONSIBILITIES

Visual Aid 5: UTSA ICS Roles and Responsibilities



A. University President

This plan is promulgated under the authority of the President of the University. The President is the final approving authority of the Comprehensive Emergency Management Plan. The President or an official designee will make all decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, and the President or the official designee will make the final decision when declaring a State of Emergency.

In the event the President of the University is unable to perform the duties of the office his designee will be assigned in the following Order of Succession:

1. Provost
2. Vice President of Business Affairs
3. Vice President of Student Affairs

B. President's Emergency Advisory Council (PEAC)

The President's Emergency Advisory Council (PEAC) will provide advice to the university President or designee when setting policy and assisting with major decisions during an emergency that significantly effects the operations of the University. The PEAC would provide counsel in incident stabilization involving major expenditures or policy decisions beyond the authority of the Emergency Operations Center Director and as needed to complete stabilization. The PEAC has a significant role in deciding university policy issues during an emergency that disrupts the operation of the university.

Many incidents require a multi-agency and/or multi-jurisdictional response. Members of the PEAC must be aware of the National Incident Management System (NIMS) and Multi-Agency Coordination Systems (MACS) functions to ensure cooperative response efforts.

C. Chief of Police

The Chief of Police serves as an advisor to the University President, the PEAC, and other University personnel for emergency mitigation information. The Chief of Police acts as a liaison between the University President, the PEAC, the Emergency Operations Center, and the Incident Commander. If it is a non-police matter the Chief of Police will work in conjunction with the leadership of the affected department. The Chief of Police is also an active member of the PEAC. The Chief of Police acts as oversight for the Emergency Management Planning Committee during pre-planning coordination of the Comprehensive Emergency Management Plan and its annexes. The Chief of Police is the designating authority for the Incident Commander.

D. Director of Business Continuity & Emergency Management

The Director of Business Continuity & Emergency Management is the Emergency Manager during emergency campus operations. The Emergency Manager serves as the Manager of the Emergency Operations Center and the Emergency Response Team. The Emergency Manager serves as the principal informational conduit to the Chief of Police and the President's Emergency Advisory Council for emergency management information. The Emergency Manager also serves as the Coordinator of the Emergency Management Planning Committee and is responsible for the pre-planning coordination of the Comprehensive Emergency Management Plan and its annexes. The Emergency Manager works in support and in consultation with the Incident Commander and Emergency Operations Director during an actual incident.

E. Emergency Response Team (ERT)

Under the direction of the Emergency Operations Center Director, the Emergency Response Team consists of the Emergency Operations Manager, the University Public Information Officer (PIO), the University Safety Officer, a Student Affairs Representative, an Academic Affairs Representative, while the Section Chiefs are responsible for Planning/Operations, Logistics, and Finance/Administration functions. Each section will choose its Chief from among its members

depending upon the nature of the incident. A membership breakdown of each section can be found in Visual Aid 5. The ERT personnel are organized under the National Incident Management System (NIMS), the Incident Command System and are pre-designated by the head of each respective department. Each ERT position will be assigned a primary and an alternate member. ERT members will not be assigned conflicting emergency duties. ERT members must have decision making authority within their respective areas. This group is responsible for the execution of the Comprehensive Emergency Management Plan during an emergency situation and reports directly to the Emergency Operations Center Director. ERT personnel are selected from the University community who are fully trained and qualified to hold their assigned positions. Ideally, they will be senior management personnel from functional areas of the University having critical Comprehensive Emergency Management Plan execution responsibilities. The ERT has a significant tactical support role during an emergency incident.

ERT personnel are responsible for the evaluation of information from various sources during an actual event and advising the Incident Commander. Team members are responsible for the writing, review and discussion for approval of the Comprehensive Emergency Management Plan, corresponding checklists and annual updates.

ERT members will be designated in writing by the Vice President or Provost assigned direct supervision of that area. These individuals will be designated prior to the emergency situation to ensure individuals take part and receive the mandatory emergency response training.

F. University Incident Commander

The Incident Commander is responsible for all actions associated with the on-site incident response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident, and delegate responsibilities to command and general staff personnel. The Incident Commander has the full authorization to implement the operational and tactical aspects of this Emergency Management Plan.

G. Floor Captain Safety Liaison (FCSL)

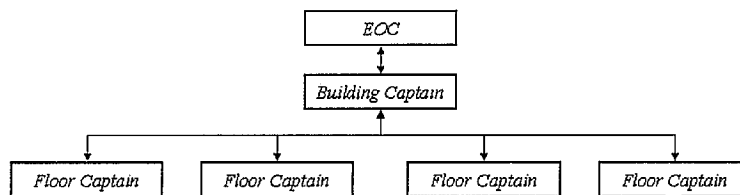
Floor Captain Safety Liaison are pre-identified for buildings or areas. They are responsible for the pre-planning and activation of plan elements at a local level (e.g. building/area specific plans). Building Captain Safety Liaisons will be selected from among volunteer area/floor captain Safety Liaisons of that location by the Office of Business Continuity & Emergency Management in conjunction with the location floor captains and act as the primary information conduit and action officer with the Emergency Operations Center for their area of responsibility. Building and Floor Captain Safety Liaisons must be seen as leaders during emergency operations. To further expedite emergency plans Departmental Representatives will be pre-identified as needed to expedite information flow from separate departments to Floor Captain Safety Liaisons, Building Captain Safety Liaisons, and the EOC as seen in Table 6 of this plan.

In conjunction with the Office of Business Continuity and Emergency Preparedness Building Captains are required to –

- Develop evacuation plans for his/her building
- Assign personnel to perform various evacuation functions
- Maintain a written copy of the building evacuation plan
- Conduct periodic evacuation drills
- Revise the evacuation plan as necessary
- Coordinate Train Floor / Departmental Captains in specific duties

All positions require annual refresher training in emergency response roles and responsibilities conducted by the Office of Business Continuity & Emergency Management. This training will be coordinated through the acting Building Captain and the Office of Business Continuity & Emergency Management.

Visual Aid 6: Building Captain Flow Information



H. Faculty and Staff

Faculty members and staff are seen as leaders by students and their peers and should be prepared to direct them to assembly areas in the event of an emergency. Every member of the Faculty and Staff should be familiar with applicable emergency plans by familiarizing themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action.

All Faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems.

It is the responsibility of all university faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

I. Student

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to quickly and thoroughly assess situations and use commonsense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

XIV. CAMPUS RECOVERY

After a disaster when University operations have been shut down, the entire campus environment may be dangerous. The first recovery step begins when the campus and its facilities are secured at the beginning of the incident. Only after the environment is safe can restoration efforts begin, followed by an orderly renewal of normal University operations. Information regarding the University recovery process will be provided to the general public and students through the Office of University Communications.