

EMERGENCY MANAGEMENT PLAN

Original dated 3/01/2013

First Revision dated 1/01/2014

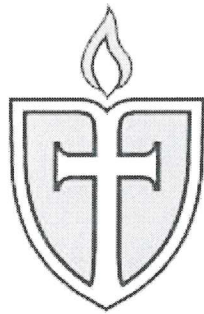
Second Revision dated 1/29/2015

Third Revision dated 1/29/2016

Fourth Revision dated 1/31/2017

Fifth Revision dated 2/08/2018

Sixth Revision dated 1/21/2019



**CONCORDIA UNIVERSITY
TEXAS**

Letter of Promulgation

Concordia University Texas (CTX) is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, the University has developed the *Emergency Management Plan (EMP)* in concordance with mission of the university- Developing Christian Leaders. With this plan, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their potential occurrence.

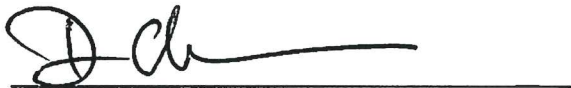
We can best prepare to meet the enormous challenges emergencies present by working together. This EMP is a basic guide for employees and students to address a major disaster or emergency that may threaten the health and safety of the campus or seriously disrupt programs and operations of the university.

This EMP is designed to efficiently and effectively coordinate the use of university and community resources to protect life and property during and immediately following a major emergency or disaster on the CTX campus. The EMP will be implemented whenever an emergency impacting the campus cannot be controlled through normal channels and procedures.

While every employee at CTX shares responsibility for emergency preparedness, the EMP identifies specific departments and individuals directly responsible for campus emergency management and support of critical services and systems. It provides a leadership structure for coordinating and deploying essential resources in the event of a disaster or emergency.

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

Thank you,



Donald Christian, President/CEO
Concordia University Texas

Date: 2/7/19

Table of Contents

Letter of Promulgation	ii
Table of Contents	iii
Introduction.....	1
Authority.....	4
Situation Statement.....	5
Planning Assumptions	6
Actions by Phase of Emergency Management.....	7
Threat Levels	8
Emergency Organization	10
Campus Safety Groups	14
Plan Activation.....	15
Local, State, and Federal Assistance.....	17
Administrative Policies	19
Emergency Functions	22
Appendix A: Glossary.....	41
Appendix B: Distribution	43
Appendix C: Incident Command System	44
Appendix D: Record of Changes	45

Introduction

General

The main campus of Concordia University Texas (CTX) is located in Austin, Texas (population 820,000) on the northwest side at the junction of Ranch Road 620 and Concordia University Drive. CTX main campus is situated on 440 acres; roughly 40 acres of populated area, the remainder a nature preserve. The CTX campus is home to over 10 buildings and 2 residence halls. CTX's is a diverse community of more than 2,500 with approximately 60% female and a 40% male population.

CTX is committed to providing a safe environment for its community to live, learn, work, and grow together. A comprehensive program of emergency management has been undertaken to build, sustain, and improve CTX's capability to cope with hazardous events that pose, or have the potential to pose, a threat to campus inhabitants, infrastructure, and systems.

Purpose

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

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

Objective

CTX's primary objectives during an emergency/disaster are to

- Protect and save lives
- Protect property and critical infrastructure
- Maintain or restore normal operations

Scope

The Plan addresses emergencies that may affect the CTX campus in Austin, Texas. Nothing in the EMP shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the EMP. In addition, in the case of extraordinary, widespread or catastrophic events, the EMP and organization shall be subordinate to the applicable city, state, or federal authorities having legal or assigned responsibility for the type of emergency incident occurring.

Plan Review

The EMP is to be considered a living document subject to interim revisions and updates based on internal assessments, third party reviews, lessons learned from exercises or actual incidents, and new laws, regulations, or policies, or other changes deemed significant. An annual review of the EMP will be

coordinated by the CTX Police Department. Changes, updates, and revisions to the EMP are subject to the approval of the President/CEO of the University and the CTX Police Department will distribute accordingly. A record of changes can be found in Appendix D: Record of Changes.

Distribution

The CTX Police Department is responsible for distributing the EMP. In general, hard copies of the EMP will be provided to the individuals, departments, agencies, and organizations tasked in this document. A distribution list can be found in Appendix B: Distribution. Additionally, the Plan will be made available for download on the CTX Police Department website: www.concordia.edu/resources/campus-police/emergency-management

Authority to Implement

The EMP is promulgated under the authority of the President/CEO of Concordia University Texas and only the President/CEO or designee is authorized to declare a state of emergency at the University. When activated, this plan will be implemented under the direction of the Incident Commander (IC). The IC will be responsible for coordinating all decisions, resource allocation, emergency response, and recovery actions during and following any emergency event or disaster. The plan shall be subsequently deactivated by the President/CEO or designee when all phases of managing the emergency or disaster have concluded.

Disclaimer

For situations involving imminent threat of death, serious bodily injury, or significant property damage, and notwithstanding any other provision of this EMP, the Chief of Police or designee is authorized to take such action(s) as he/she deems appropriate to respond to, eliminate and/or mitigate any emergency event in which circumstances indicate that an imminent threat of death, serious bodily injury, and/or significant damage to property is likely to occur absent immediate response. This includes, but is not limited to, deploying institutional or other resources, activation of established mutual aid agreements and protocols, and immediate mass notification as may be deemed necessary and appropriate. The Chief of Police or designee will notify the Incident Commander as soon as he/she is reasonably able to do so.

Training and Education

All University staff with a role in emergency response and recovery are required to participate in and complete training in various courses.

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

Exercises and Drills

CTX will conduct exercises, which may include table top, functional, and/or full-scale exercises, at least once annually to test the efficacy of emergency response and evacuation procedures. Exercises conducted may or may not be announced to the campus community prior to deployment. Each exercise will be documented, including at a minimum, a description of the exercise, the date and time, whether it was announced or unannounced, and lessons learned.

Post Incident Review

Following the conclusion of any exercise or emergency for which the campus Threat Level was raised to 'Yellow' or 'Red', a post incident review will be conducted to identify strengths and deficiencies in the response. The review will be facilitated by CTX Police Department and will include both written and verbal input from all participants involved in the exercise or emergency. 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 by the determined due date.

Safety and Security Audit

At least once every three years, a safety and security audit will be conducted of the University as required by state legislation. To the extent possible, CTX will follow audit procedures developed by the Texas Division of Emergency Management (TDEM). The results of the safety and security audit will be reported to the CTX Executive Team and Board of Regents.

Authority

General

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

Federal

Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. § 5121, et seq.
Emergency Planning and Community Right-To-Know Act, 42 U.S.C. §11001, et seq.
Emergency Management and Assistance, 44 CFR §§ 1.1-362
Hazardous Waste Operations & Emergency Response, 29 CFR §1910.120
Homeland Security Presidential Directive 5 (Management of Domestic Incidents)
Homeland Security Presidential Directive 3 (Homeland Security Advisory System)
Homeland Security Presidential Directive 8 (National Preparedness)
National Incident Management System
National Response Framework
National Strategy for Homeland Security, July 2002
Higher Education Opportunity Act, 34 CFR 668.46

State

Government Code, Chapter 418 (Emergency Management)
Government Code, Chapter 421 (Homeland Security)
Government Code, Chapter 433 (State of Emergency)
Health and Safety Code, Chapter 778 (Emergency Management Assistance Compact)
Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
Texas Homeland Security Strategic Plan, 2015-2020 Education Code 51 (Provisions Generally Applicable to Higher Education)

Situation Statement

General

A hazard is categorized as an accident, emergency, incident, or disaster and by its nature, involves something that could potentially be harmful to a person's life, health, property, or the environment. These events necessitate responsive actions be taken to save lives, protect property, and maintain or restore normal operations.

Because of its geographic location, population concentration, and other risk factors, CTX is exposed to many hazards, all of which have the potential for causing casualties, damaging or destroying buildings and other critical infrastructure, and disrupting the operations at the University. These hazards can be expected to have varying impacts on public health and safety as well as property.

Hazard Summary

CTX is prone to severe weather, such as tornadoes, hail, flash flooding, and winter storms. Wildfire poses a risk to the University due to the wildland/urban interface zone of the Concordia Preserve. CTX may be exposed to a number of technological and man-made threats, such as hazardous material spills and disruptions to utilities and information technology. CTX faces a variety of transportation-related hazards because of the proximity of the campus to the Ranch Road 620. Other hazards may include communicable medical conditions and criminal activity.

Planning Assumptions

General

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

Assumptions

All emergencies are unique occurrences.

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

People may be injured, killed, or displaced on and off campus.

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

Conditions may be unsafe to travel off campus, and people may become stranded at the University.

Students living on campus will continue to require food, water, shelter, guidance, and security.

Emergency conditions that affect campus may affect the surrounding community, including the City of Austin and Travis County.

Regional and local services, including those provided by the City of Austin may not be available.

Normal suppliers may not be able to deliver materials or services.

Various departments may provide limited services or be asked to expand the services they provide and/or perform functions that they do not ordinarily perform.

Due to the unique demands of a given emergency, any employee's presence may be required on campus at any time. As such, mission essential employees may be given little notice to report to work.

The University may may not receive outside assistance to assess damage and will need to conduct its own situation analysis and deployment of on-site resources through the Incident Command Staff (ICS) to manage the emergency.

Communication and exchange of information will be one of the highest priority operations for the campus Incident Command Staff (ICS).

Actions by Phase of Emergency Management

General

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

Preparedness

Preparedness activities are the actions taken in advance of an emergency to ensure effective response and recovery. The preparedness activities included in CTX's emergency management program include:

- Emergency planning, including maintaining this plan
- Conducting or arranging appropriate training for emergency responders, Community Emergency Response Team (CERT) personnel, and other appropriate CTX staff
- Identifying and acquiring emergency equipment and facilities
- Conducting periodic drills and exercises to test our plans and training
- Performing post-incident review of operations following any exercise or emergency

Response

Response refers to those actions taken immediately before and during an emergency to save lives and protect property. Response activities include warning the campus, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other possible associated functions.

Recovery

Recovery refers to the actions and implementation of programs needed to help individuals and the campus community return to normal operations. Recovery involves both short-term and long-term efforts. Short-term operations seek to restore vital services such as water, sewer systems, electrical power, clearing roads to the campus and provide for the basic needs of the community. Long-term recovery focuses on restoring the campus to its normal operating state. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, mental health services and grief counseling, and reconstruction of damaged roads and facilities.

Mitigation

Hazard mitigation is sustained action taken to reduce or eliminate the risk to human life and property from 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. Mitigation planning involves identifying hazards and risk, assessing the level of risk the community is willing to live with, and determining and implementing protective actions to reduce or eliminate risk the community is not willing to deal with. Typically, these actions are summarized in a hazard mitigation action plan which guides mitigation projects and future development within the community.

Threat Levels

General

CTX classifies emergencies using a three-level system, according to an increasing threat to safety, facilities and infrastructure, and operations on campus. The Threat Level will be determined by the CTX Chief of Police in consultation with the Incident Commander and/or CTX Incident Command Staff (ICS) with consideration as to whether the situation requires a high level of coordination to save lives, protects facilities and critical infrastructure, and/or maintain/resume normal operations. Levels can be distinguished by the level of coordination between and among campus departments and external organizations and agencies that is required to effectively manage the event. During response activities, the Threat Level may be adjusted as needed.

Note that on-scene emergency response activities will occur regardless of whether the threat level is changed to 'Yellow' or 'Red'.

Green

No activation of the Incident Command Staff (ICS) or Community Emergency Response Team (CERT)

On a daily basis, the campus Threat Level is at 'Green'. Minor incidents may occur but response services (e.g. police, fire, etc.) are able to deal with them without activation of the ICS or CERT. Incidents may result in minor injury to members of the campus community and minor damage to university facilities, and will likely affect only a localized segment of campus. Examples may include a minor building fire, power outage, localized flooding of a building or missing student. Possible actions include:

- Response agency or appropriate department manages incident
- Various elements of CTX community may become involved as necessary
- CTX personnel will continue to monitor for changing conditions

Yellow

Partial activation of Incident Command Staff (ICS) or Community Emergency Response Team (CERT)

Level 'Yellow' emergencies are those in which emergency conditions may be present, and some level of coordination is necessary to effectively manage the event. The emergency may result in injury to members of the campus community and/or minor to major damage to university facilities. A level 'Yellow' emergency may affect one or more areas of the university campus. Examples may include significant flooding on campus, confirmed spread of communicable disease on campus, or a shelter operation on campus. Possible actions include:

- Part or all of ICS (to be determined by the Incident Commander) will report to campus Emergency Operations Center
- Immediate notification sent
- Situation reports developed by the CERT and disseminated daily or as needed
- University resources made available as necessary to manage incident
- University activities may continue to the extent that they do not conflict with response operations

- Request made for external assistance from local, state, and/or federal authorities

Red

Full activation of Incident Command Staff (ICS) or Community Emergency Response Team (CERT)

Level 'Red' emergencies are those in which major emergency conditions are present. A high level of coordination is required to effectively manage the event. A level 'Red' emergency may result in mass casualties, major damage to several university facilities and infrastructure, and significant disruptions to normal campus operations. The incident will likely not be localized to a single area and may affect the entire university. Examples may include tornadic activity on campus, an active shooter situation, or major hazardous materials spill on or near campus. Possible actions include:

- All ICS members report to Emergency Operations Center
- Immediate notification sent
- Situation reports developed by the CERT and disseminated daily or as needed
- Resources of university made available to respond to the situation
- Postponement or cancellation of CTX classes, programs, and/or activities
- Request made for external assistance from local, state, and/or federal authorities

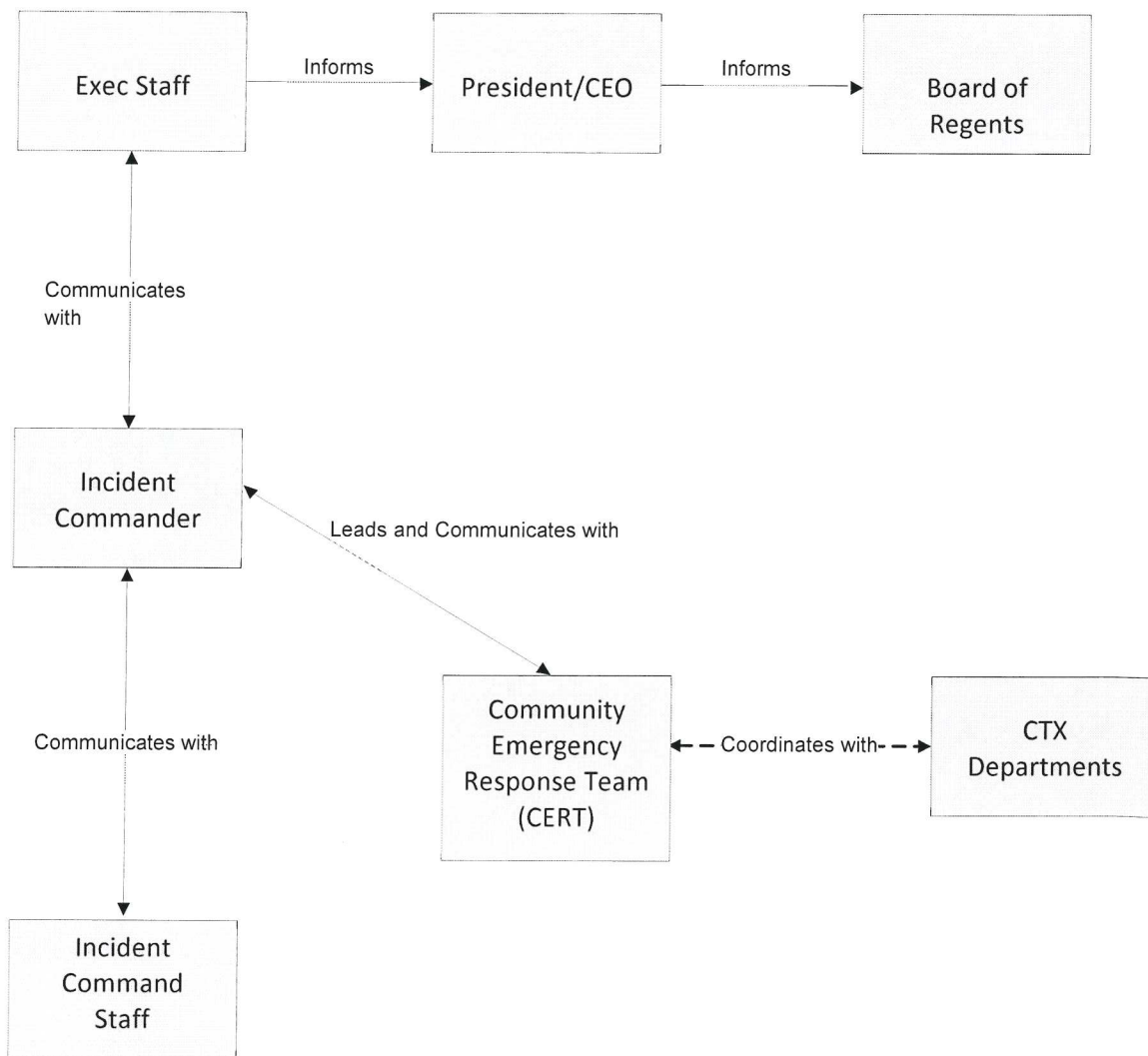
Emergency Organization

General

To ensure efficient and effective response to and recovery from emergencies, CTX builds on existing organizational structures by further defining the roles, responsibilities, and reporting relationships that the University will utilize during emergencies.

The emergency organization at CTX is portrayed in Figure 1 Emergency Organization.

Figure 1 Emergency Organization



Executive Staff

The Executive Staff is composed of the President/CEO, who is the chief official at the CTX campus, and the Executive Team. The President/CEO and the Executive Team provide strategic direction for CTX and communicates directly with the Incident Commander. The line of succession for the key emergency management positions is specified in Appendix C: Command System.

Preparedness phase responsibilities:

- Has ultimate responsibility for the safety of the campus community

Response and recovery phase responsibilities:

- Has ultimate responsibility for the effective and efficient management of an incident

Incident Commander (IC)

The IC is a designee of the President/CEO. He/she communicates directly with the Executive Team during an emergency. The IC also communicates with the Incident Command Staff (ICS) and provides leadership and communication to the ICS. The line of succession for the IC is specified in Appendix C: Incident Command System.

Preparedness phase responsibilities:

- Leads the Incident Command Staff
- Provides guidance to the emergency management program

Response and recovery phase responsibilities:

- Determines when to raise and lower the campus Threat Level
- Directs university-wide response and recovery activities
- Has decision making authority, regarding the allocation of campus resources during an emergency, through authority delegated by the President/CEO
- Provides recommendations to the Executive Team regarding measures such as class suspension and/or University closure
- Provide additional information to Advancement for media release preparation
- Develops an Incident Action Plan

Incident Command Staff (ICS)

The ICS is led by the IC and staffed by leadership from various administrative units on campus. It conducts operations from within an Emergency Operations Center. Team members represent the emergency functions that will need to be accomplished during an emergency. Members of the ICS and their backups are specified in Appendix C: . Other individuals may join the team as needed during an incident for specific purposes (e.g. temporarily re-assigning space to ensure the continuity of classes in a building that has been disrupted by a fire). The ICS will include representation from the following divisions, departments, and units:

- CTX Police Department
- Facilities Management
- Information Technology
- Advancement
- Communications
- Financial
- Provost
- Student Life

Preparedness phase responsibilities:

- Receives training to enable the successful completion of responsibilities
- Participates in emergency exercises

Response and recovery phase responsibilities:

- Supports the Community Emergency Response Team through allocation of campus resources, documentation of the incident, and maintenance of situational awareness
- Coordinates with other regional emergency operation centers, including the City of Austin
- Prepares public information to be disseminated to internal and external stakeholders
- Sends immediate notification to campus community in coordination with Incident Commander
- Coordinates with external stakeholders and partner agencies

Community Emergency Response Team (CERT)

In each building, a person has been designated as the CERT member for that particular building. During emergency operations, CERT will have control over personnel, equipment, and overall operations.

Preparedness phase responsibilities:

- Receive training to enable the successful completion of responsibilities
- Participate in emergency exercises

Response and recovery phase responsibilities:

- Support the ICS and the Incident Commander
- Provide situation reports to the ICS as requested
- Maintain accurate records of the use of all personnel, equipment, and supplies during an emergency in accordance with the 'Administrative Policies' set forth in this plan

CTX Police Department (CTXPD)

When CTXPD arrives at the scene, they will identify the nature of the incident, the exact location, and the severity of the incident. CTXPD will then isolate the scene and establish a perimeter and notify the Incident Commander (IC) of the incident. The IC will activate the Emergency Management Plan and notify appropriate departments.

Response and recovery phase responsibilities:

- Identifies the nature of the incident, the exact location, and the severity
- Isolates the scene by establishing a perimeter
- Directs and controls on-scene response and manages resources committed there
- Warns the population in the area of the incident, providing emergency instructions to them

- Determines and implements protective measures (e.g. evacuation or shelter-in-place) for the population in the immediate area and for emergency responders at the scene
- Implements traffic control arrangements in and around the scene
- Documents major activities of response personnel and man-hours spent on the response
- Requests activation of ICS/CERT when necessary

When ICS Team is activated

- Provides the ICS with an initial situation report
- Keeps the ICS informed of the current situation through situation reports
- Requests additional resources from the ICS, as needed

Campus Safety Groups

General

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

Emergency Planning Committee

The Emergency Planning Committee is charged with reviewing and evaluating emergency planning documents, including the CTX Emergency Management Plan. The committee helps shape emergency planning efforts by providing feedback on initiatives undertaken by Incident Command Staff. The committee recommends planning documents to the President/CEO for approval.

Behavioral Intervention and Support Team (BIST)

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

Crime Statistics & Fire Safety Working Group

The Crime Statistics & Fire Safety Working Group prepares the annually produced Campus Security Report required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report includes information regarding university safety and security policies, statistics, and educational efforts and programs designed to address campus safety, including a statement of current campus policies regarding emergency response and evacuation procedures.

Plan Activation

General

In most cases, the CTXPD serves as the initial point of contact for reporting emergency situations and as the central point of communication during the response and resolution of an emergency. All reports of emergencies affecting the CTX campus that are received by City of Austin dispatch are immediately relayed to CTXPD. In some cases, reports of non-security related emergencies may initially be received by other departments, such as outbreaks of contagious diseases, utility outages, and severe weather events.

Plan activation is described in **Figure 2 Plan Activation**.

Activation Process

When CTXPD or other CTX department receives an initial report of an event that is imminent or occurring on or near campus which threatens life, critical infrastructure, and/or normal campus operations, the affected department(s) will attempt to confirm the report and initiate any necessary response actions. If the affected department(s) determines that the event will require additional coordination across multiple departments, agencies, or other organizations, the departmental leadership will contact the Incident Commander (IC).

Upon discussing the situation with the affected department, the IC will consider whether the event will require a high level of coordination. If so, he/she may raise the campus Threat Level to 'Yellow' or 'Red' and initiate any of the following actions:

- Send immediate notification to the community
- Activate the ICS and CERT
- Notify the President/CEO
- Notify other appropriate departments of the situation

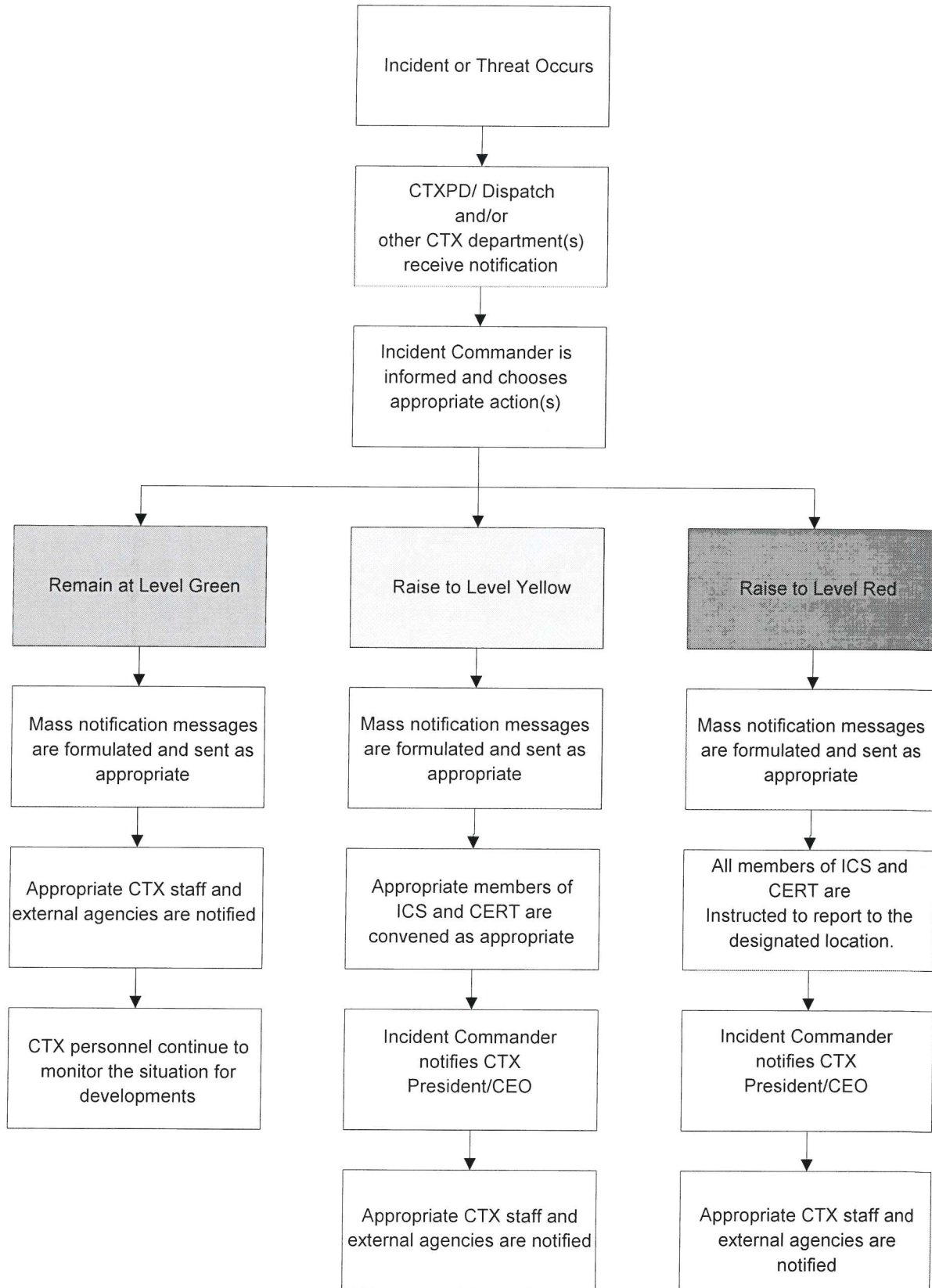
If a decision is made for the campus Threat Level to remain at 'Green', affected CTX departments will continue to monitor the situation for developments which may require an escalation to level 'Yellow' or 'Red'.

Deactivation

When the IC determines that a high level of coordination is no longer needed, the campus Threat Level will return to 'Green', ICS and CERT members may return to normal status, and the Emergency Operations Center will return to daily operating status.

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

Figure 2 Plan Activation



Local, State, and Federal Assistance

General

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

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

Channels for requesting emergency assistance are portrayed in **Figure 3 Emergency Assistance**.

Local Assistance

Requests for resources from the Incident Commander will be routed to the CTX Emergency Operations Center, the City of Austin, or Travis County, depending on the situation. These groups will generally work together to resolve resource requests. CTX must request assistance from the City and the county before requesting aid from the State. The City Emergency Management Office will facilitate the process of requesting aid from neighboring jurisdictions.

State Assistance

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

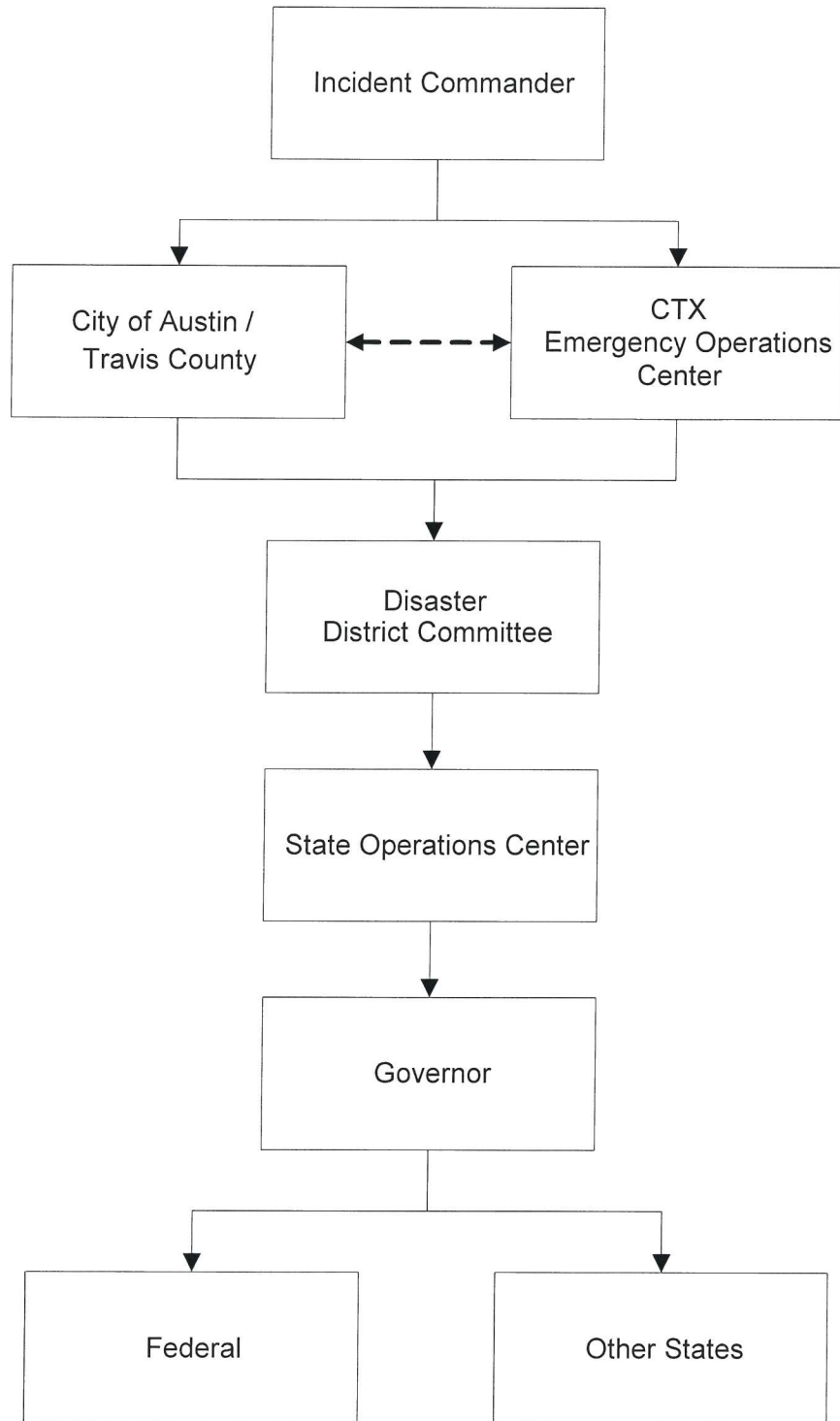
Federal Assistance

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).

For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

Figure 3 Emergency Assistance



Administrative Policies

General

The following sets forth general policies to ensure effective responses, timely resumption of campus operations, and efficient reimbursement of allowable expenses from state and federal authorities.

Reporting Requirements

Hazardous Materials Spill Report

If CTX 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 in coordination with Facilities Management. Departmental plans, policies, and procedures should specify the procedures for producing such reports. If the party responsible for a reportable spill cannot be located, Risk Management will ensure that the required report(s) are made.

Emergency Report

If an on-going incident appears likely to worsen and it is anticipated that the University will require assistance from neighboring jurisdictions and/or the state, the ICS will contact the Regional Liaison Officer.

Situation Report

During any occurrence for which the campus Threat Level is raised to 'Yellow' or 'Red', an initial situation report should be prepared by the Incident Commander (IC) and distributed to the Executive Team and other appropriate members of the campus leadership. Subsequent reports will be prepared and disseminated as needed. Additionally, Community Emergency Response Team may be asked to prepare and submit situation reports to the IC when the campus Threat Level is elevated.

Agreements and Contracts

Should university resources prove to be inadequate during an emergency, requests will be made for assistance from neighboring jurisdictions, agencies, and private industry in accordance with existing mutual-aid agreements, contracts, and those agreements and contracts entered into during the emergency. Such assistance may include equipment, personnel, services, or supplies.

When developing agreements and contracts, the following guidelines should be adhered to:

- All agreements should be in writing
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents
- Advice offered by Office of Risk Management will be an integral component of any mutual aid agreements CTX enters into

Funding for Emergency Response

During the preparedness phase, the CTPD will coordinate with appropriate campus entities to acquire resources for preventing emergencies, such as security equipment, and resources for responding to emergencies, such as communications equipment.

During the response to and recovery from an emergency, Community Emergency Response Team (CERT) are expected, to the extent possible given the unique circumstances of a given emergency, to continue providing services and are responsible for the associated costs of doing so.

Resource needs for response and recovery activities that a department cannot meet on its own should be directed to the Emergency Planning Committee. The Incident Commander (IC), in coordination with the Policy Group, will determine available funding for making additional emergency expenditures.

Record Keeping

Each Community Emergency Response Team (Member) is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with established University fiscal policies and standard cost accounting procedures.

Activity Logs

The IC and the ICS will maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and to state and federal agencies
- Significant changes in the emergency situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to the public
- Number of injuries and/or casualties
- Containment or termination of the incident

Emergency Costs

The ICS and CERT will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.

For emergencies, ICS and CERT participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

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

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

Preservation of Records

In order to continue normal university operations following an emergency, vital records must be protected.

Emergency Functions

General

During most emergencies, certain functions will need to be carried out to support the University's response. Emergency functions will be carried out using a team approach. This section outlines some of the general responsibilities of departments and external agencies for the completion of emergency functions.

This plan is based upon the concept that the emergency functions that must be performed by CTX departments 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.

Units that have been assigned responsibility for performing an emergency function must develop or participate in the development of any plans, policies, and procedures necessary to support the completion of the stated capability. Any plans, policies, or procedures that are produced will be held, maintained, and updated by the responsible department and a copy will be provided to the CTX Police Department.

Format

The pages that follow are descriptions of the emergency functions that CTX will perform during emergency response. The key terms used in each function are defined as follows:

General- defines the function and describes assumptions about the operational capabilities of involved departments.

Coordinating Departments/Agencies- describes the primary CTX departments and external agencies that are involved in carrying out the function.

Tasks- describes the primary tasks to be carried out by coordinating departments and agencies.

Supporting Plans, Policies, and Procedures- lists the documents that CTX utilizes to implement the tasks that will be carried out.

Emergency: Warning

General

During or immediately prior to an emergency situation it may, depending on the unique characteristics of the emergency, be necessary to disseminate warning messages to members of the campus community in order to provide notification of the emergency situation and guidance on the appropriate actions that recipients should take in response.

A number of mediums may be used to disseminate warning messages, including, but not limited to, CTXAlert, emergency.CTX.edu, email, landline telephone, and through the media.

When it is determined that mass notification will be sent, CTXPD and/or Incident Command Staff (ICS) will coordinate to formulate the appropriate messages to be delivered and determine the appropriate segment(s) of the community to receive the messages. CTXPD and ICS will receive training on the procedures to develop and disseminate emergency mass notifications to the campus, but should rely on Communications to craft and coordinate official releases.

Additionally, the City of Austin may utilize its own warning systems as needed to warn members of the Austin community, which includes the CTX campus.

Coordinating Departments/Agencies

CTX Police Department

Communications (External Stakeholders)

Information Technology (Internal Stakeholders)

Human Resources (HR)

Provost (Faculty & Students)

Student Life (Students)

Tasks

- Confirm that there is a significant emergency or dangerous situation
- Determine the appropriate segment or segments of the campus community to receive warning
- Develop the content of warning messages
- Disseminate warning messages
- Provide updates to the campus community as needed
- Notify appropriate members of the CTX campus leadership

Periodically Test Warning Systems and Supporting Plans, Policies, and Procedures

CTXAlert Protocols

Emergency Function: Public Information

General

Regular updates of emergency response activities will be provided to internal and external stakeholders during emergency response operations. Groups requiring information may include students, faculty, staff, parents, and the media.

Depending on the need, a number of vehicles may be used to disseminate information. Certain methods will require coordination with a number of departments to ensure their success, such as the use of call centers.

If the ICS is activated, a member of Communications Office and Information Technology will report to the ICS and serve as the Public Information Officers for the emergency. From that location, the Public Information Officers will coordinate with the Incident Commander (IC) to develop and disseminate public information messages to all internal and external stakeholders.

Coordinating Departments/Agencies

Communications (External Stakeholders)

Information Technology (Internal Stakeholders)

Office of the President (Internal and External Stakeholders)

Tasks

- Gather and disseminate emergency public information
- Hold news briefings and issue news releases as needed
- Establish and supervise a public information center when needed for the dissemination of information and coordination of timely news releases to the media
- Coordinate between the news media and agencies having emergency functions
- Establish and maintain a system for handling public inquiries as appropriate
- Secure printed and photographic documentation of the situation for university records, internal communication, and dissemination to the public
- Coordinate public information activities with regional partners, including the City of Austin and Travis County

Supporting Plans, Policies, and Procedures

None

Emergency Function: Communications

General

Various types of communications links will be relied upon to transmit data and other forms of information during an emergency. However, emergencies may render these links unavailable for a period of time. If this occurs, it will become necessary to temporarily use other forms of communication and simultaneously coordinate efforts to restore the links.

In the event of a failure of CTX's communication systems, IT may collaborate with external parties to determine if a third-party system is available and configurable to work within CTX's existing communications infrastructure.

Coordinating Departments/Agencies

Information Technology

CTX Police Department

Tasks

- Establish and maintain communication links with area response organizations during an event
- Identify the communications systems available with the local area and determine the connectivity of those systems
- Develop plans and procedures for coordinated use of the various communications systems available to the university during emergencies, including telecom and datacom capabilities
- Recover campus telecommunications and data communications capabilities if disrupted
- Assist with activation of emergency operations center through supporting technologies, including telecommunications and data communications capabilities
- Maintain information technology security of core enterprise business functions

Supporting Plans, Policies, and Procedures

None

Emergency Function: Emergency Operations Center

General

During emergency situations which require a high level of coordination, it may be necessary to activate the Emergency Operations Center (EOC) to manage the campus response. The Incident Command Staff (ICS) will be activated at a level (Yellow or Red) necessary to carry out the tasks that must be performed. The ICS will function out of an established EOC. The primary campus EOC will be located in D-266. The backup location is the Gym, room G-217.

The ICS will be led by the Incident Commander (IC). Emergency functions will be carried out through the collaborative interaction of ICS members from within the EOC. Members of the ICS will coordinate with and support campus departments, both receiving and making requests for various resources and services.

The EOC will also coordinate with and support the Community Emergency Response Team (CERT). The CERT will send information and resource requests to the ICS, which will attempt to fill them.

When resource requests received from ICS cannot be filled through available campus resources, the ICS will coordinate with agencies and organizations outside the University to acquire them.

Coordinating Departments/Agencies

Incident Command Staff (ICS)

Tasks

- Convert the designated facility space into an operational Emergency Operations Center
- Monitor potential threats
- Support on-scene response operations
- Maintain situational awareness of event
- Analyze problems and formulate options for solving them
- Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning
- Establish procedures and priorities for the use of resources
- Maintain coordination with regional emergency operations centers
- Gather, evaluate, and disseminate information to the public
- Prepare and disseminate periodic reports
- Request external assistance when necessary from other jurisdictions, volunteer organizations, businesses, or the State as needed

Supporting Plans, Policies, and Procedures

None

Emergency Function: Evacuation

General

During an emergency situation, circumstances may necessitate that a building, segment of campus, or the entirety of campus be evacuated in order to protect the lives of campus occupants.

All occupants of campus property are expected to evacuate when instructed to do so by emergency personnel, which may include CTX Police Department or Community Emergency Response Team or the City of Austin Fire Department or Police Department. Building occupants will require guidance from emergency responders on the proper actions to take and when it is safe, if at all, to re-enter.

Coordinating Departments/Agencies

CTX Police Department

Facilities Management

Risk Management

City of Austin Fire Department

City of Austin Police Department

Tasks

- Order, when necessary, the evacuation of specific buildings, segments of campus, or the entire campus
- Coordinate campus evacuation, when necessary, including route selection and determination of traffic control requirements
- Utilize building specific evacuation plans, including identifying evacuation routes and designating congregating locations for building occupants
- Perform evacuation planning for special needs facilities and populations

Supporting Plans, Policies, and Procedures

None

Emergency: Shelter & Mass Care

General

Following an emergency, the need may arise for CTX to provide short term lodging, food, basic medical care, clothing, and other essential life support services to various populations, including students living in residence halls, citizens of the City of Austin, or evacuees from disasters affecting other areas of the state.

At a minimum, services will include registering, sheltering, feeding, and providing basic medical care to evacuees. Activities may also include managing volunteers, managing donations, providing activities for evacuees, and hosting evacuees' pets.

Efforts to provide shelter & mass care to large numbers of people will require a high level of coordination from a diverse range of departments and agencies. Shelter & mass care activities undertaken by CTX will likely be supplemented by area volunteer organizations, such as the American Red Cross.

Coordinating Departments/Agencies

Risk Management

CTX Police Department

Facilities Management

Residence Life

Travis County Emergency Services

Tasks

- Determine the need for opening a shelter on campus and commencing mass care operations
- Select an appropriate facility in which to host evacuees
- Provide security at emergency shelters hosted on the CTX campus
- Coordinate with all involved CTX departments, relief agencies, and volunteer groups
- Coordinate with Travis County Emergency Services to receive and repatriate evacuee

Supporting Plans, Policies, and Procedures

None

Emergency Function: Medical Care & Mental Health

General

Some emergencies will result in the need for medical care and/or mental health services to be provided to affected populations.

CTX will coordinate with local agencies to provide basic health care services to enrolled students including acute care for injuries and psychological services. CTX relies on the City of Austin Fire Department and EMS to provide emergency medical services to the campus community.

CTX will coordinate with local agencies to respond to potential infectious disease outbreaks on the CTX campus.

Mental health services, including grief counseling, will be provided to the CTX community through the joint efforts of the Student Services which coordinates psychological services to enrolled students, and Human Resources, which coordinates mental health services for CTX employees. In addition, United Educators provides trauma counseling services under their ProResponse coverage.

The Travis County Health Department assists the CTX campus by providing health and medical advice and assistance during emergency situations, when requested. This may include conducting epidemiological and disease investigation surveillance as appropriate and coordinating and conducting Point of Dispensing Sites throughout Travis County.

Coordinating Departments/Agencies

Student Services

Human Resources

Risk Management

City of Austin Fire Department

EMS

Travis County Health Department

Texas Department of State Health Services

Tasks

- Coordinate emergency medical services when necessary
- Triage victims at the site of a mass casualty incident
- Coordinate the provision of mental health services, including grief counseling
- Coordinate the collection, identification, and interment of deceased victims
- Coordinate with Travis County Health Department and Texas Department of State Health Services for management of public health concerns

Supporting Plans, Policies, and Procedures

None

Emergency Function: Law Enforcement

General

Most emergency situations involve a law enforcement component; the CTX Police Department (CTXPD) is the primary facilitator of law enforcement services to the CTX campus and will respond to all accidents, incidents, and emergencies. CTXPD has a mutual aid agreement with local law enforcement for the investigation of alleged criminal offenses and maintains liaison with state and federal law enforcement agencies in support of campus security and safety efforts

Coordinating Departments/Agencies

CTX Police Department

Tasks

- Maintain law and order
- Respond to emergencies which pose a threat to the health and safety of the campus community
- Perform traffic control for evacuations and other appropriate situations
- Control access to damaged areas to protect public health and safety and deter theft
- Provide security for emergency meeting locations, including the campus Emergency Operations Center, media briefing locations, temporary call centers, and shelters
- Request additional resources from neighboring law enforcement jurisdictions, including the City of Austin Police Department.

Supporting Plans, Policies, and Procedures

None

Emergency Function: Fire

General

Any fire may result an emergency situation. However, the need for fire control may be caused by or exacerbated by other emergencies that are occurring simultaneously or have already impacted the area.

CTX is not equipped to provide fire services related to emergency response. The City of Austin Fire Department provides fire services to the CTX campus, including fire suppression, hazardous materials response, emergency medical services, and search and rescue. A variety of campus departments are capable of supplementing fire response efforts.

Facilities Management will provide building specific information to the City of Austin Fire Department, including the presence of hazardous materials, as needed. Risk Management will also investigate and collect data on the cause of fires at the CTX campus and report all fires to the State Fire Marshall's office.

Facilities Management will maintain all fire systems equipment, including sprinklers, alarms and extinguishers. Facilities Management will also provide building specific information, such as building schematics, to the City of Austin Fire Department as requested.

The CTX Police Department will assist the City of Austin Fire Department in determining appropriate protective actions and will provide perimeter access control and security around the site.

All occupants of campus property are expected to evacuate when instructed to do so by emergency personnel, including CTX Police Department or City of Austin Fire Department. Building occupants will require guidance from emergency responders on the proper actions to take and when it is safe, if at all, to re-enter.

Coordinating Departments/Agencies

Facilities Management

CTX Police Department

City of Austin Fire Department

Tasks

- Determine appropriate protective actions to ensure public safety in the immediate vicinity of a threat, including evacuation
- Assess threats and determine appropriate actions for emergency responders, including requirements for personal protective equipment
- Control access and provide security around the incident site
- Contain, control, and extinguish fires on the CTX campus

Supporting Plans, Policies, and Procedures

None

Emergency Function: Search & Rescue

General

Certain types of emergencies, such as tornados, floods, earthquakes, and explosions, may subject campus buildings to severe structural damage and could result in injured people trapped in the damaged and/or collapsed structures. A trained, equipped, and organized rescue service will provide the capability to conduct methodical search and rescue operations, shore up and stabilize weakened structures, release trapped persons, and locate any missing and dead.

CTX is not equipped to perform search and rescue operations. CTX depends on the City of Austin to perform search and rescue in campus facilities. The Community Emergency Response Team (CERT) are capable of supplementing search and rescue efforts.

Risk Management and Facilities Management will provide building specific information, such as the presence of hazardous materials and building schematics, to the City of Austin Fire Department as requested. Facilities will also provide personnel assistance and equipment support as requested.

The CTX Police Department will assist the City of Austin Fire Department in determining appropriate protective actions and will provide perimeter access control and security around the site.

Coordinating Departments/Agencies

Risk Management

Facilities Management

CTX Police Department

City of Austin Fire Department

Tasks

- Determine appropriate protective actions to ensure public safety in the immediate vicinity of a threat, including evacuation
- Coordinate and conduct search and rescue activities on the CTX campus
- Identify requirements for specialized resources to support rescue operations
- Coordinate external technical assistance and equipment support for search and rescue operations

Supporting Plans, Policies, and Procedures

None

Emergency Function: Facility Management

General

CTX maintains a variety of facilities, including classroom buildings, residence halls, special venues, and other types. Emergency events may cause damage to campus roads and/or facilities and may render utilities in these facilities unavailable.

CTX facilities are maintained by the Facilities Management. The department is generally responsible for maintaining all facilities owned/operated by the university. During and following an emergency which threatens to disrupt services to any CTX facility, Facilities Management and other appropriate campus departments will coordinate to response and recovery activities.

The City of Austin provides water and waste water removal to the CTX campus. PEC provides electricity and Texas Land Office provides natural gas to the CTX campus. During and/or following an emergency which has or threatens to disrupt service, CTX will coordinate with the City of Austin, PEC and Texas Land Office to ensure continuity of service.

Coordinating Departments/Agencies

Facilities Management

Tasks

- Provide temporary repair of damaged facilities
- Provide for the restoration of building systems
- Coordinate inspections of facilities
- Coordinate the restoration of utility service to facilities
- Provide specialized equipment to support emergency operations as requested
- Coordinate the restoration of damaged university roads
- Supply emergency generators with fuel to ensure continued operation of critical data and voice communication services

Supporting Plans, Policies, and Procedures

None

Emergency Function: Chemical Response

General

Hazardous chemicals are those chemicals, chemical mixtures, and other chemical products determined by the Occupational Health and Safety Administration (OSHA) and the Environmental Protection Agency (EPA) regulations to pose a health hazard. An accidental chemical release could pose a threat to the local population or environment. An incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.

Response to chemical incidents on the CTX campus will be handled jointly by several CTX departments and external agencies. Typically, CTX will respond to, treat, and remove chemical spills that are less than 5 gallons of a liquid, 5 pounds of a solid, or gases that will require scrubbing.

CTX relies on the City of Austin Fire Department to respond to chemical spills that have exceeded CTX's capacity to manage effectively. When the City of Austin Fire Department has responded to a chemical spill, Facilities Management will support response efforts by providing technical expertise as needed.

The CTX Police Department will assist by performing perimeter access control when necessary based on recommendations provided by Risk Management and/or the City of Austin Fire Department.

Coordinating Departments/Agencies

Facilities Management

CTX Police Department

Risk Management

City of Austin Fire Department

Tasks

- Respond to, treat, and remove spills
- Establish incident response functional areas (e.g. hot zone, cold zone, etc.)
- Determine areas at risk and areas for which protective actions may be implemented
- Determine and implement personal protective equipment requirements for response personnel
- Determine when affected areas are safe for re-entry and occupancy
- Submit required incident reports, including reporting to the TCEQ those chemical spills that enter storm sewers and/or pass the threshold established by the EPA

Supporting Plans, Policies, and Procedures

None

Emergency Function: Biological Response

General

Biological hazards are those viruses, bacteria, and germs that can cause illness or death in people, animals, or plants. Biological agents can be spread through the air, through water, or in food. An accidental biological release could pose a threat to the local population or environment. An incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.

The CTX Police Department will assist by performing perimeter access control when necessary based on recommendations provided by Risk Management.

Coordinating Departments/Agencies

Facilities Management

Risk Management

Science Department

CTX Police Department

Tasks

- Maintain inventory of emergency response equipment and report to CDC
- Respond to requests to remove biological materials
- Neutralize biological materials according to appropriate procedures for agent, if necessary
- Dispose of biological materials
- Determine when affected areas may be safe for re-entry
- Submit required incident reports to CDC
- Notify the Responsible Official of incidents which fall within the purview of his responsibility

Supporting Plans, Policies, and Procedures

None

Emergency Function: Radiological Response

General

Radiological materials are hazardous materials that are subject to a number of specific state and federal laws and regulations that control the handling and use of such materials. While a nuclear attack against the United States is considered highly unlikely and the deliberate release of radioactive materials by criminals or terrorists in the local area is possible but considered unlikely, CTX is susceptible to accidents involving radioactive materials and may experience radiological emergency situations.

The City of Austin Fire Department will respond to radiological incidents with appropriate response and detection equipment when requested by CTX personnel, and will request assistance as necessary from neighboring jurisdictions as necessary.

The CTX Police Department will assist by performing perimeter access control when necessary.

Coordinating Departments/Agencies

Physics Department

Facilities Management

CTX Police Department

City of Austin Fire Department

Tasks

- Maintain inventory of radiological equipment
- Ensure response personnel have current training in radiological monitoring, containment, and decontamination
- Respond to radiological incidents involving radiological materials
- Determine areas at risk and areas for which protective actions may be implemented
- Determine when affected areas may be safe for re-entry
- Submit required incident reports to Texas DSHS

Supporting Plans, Policies, and Procedures

None

Emergency Function: Resource Management

General

Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency departments, to emergencies that require a response by multiple departments and agencies, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.

For some emergency situations, available University resources will be insufficient for the tasks that may have to be performed. Therefore, other resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.

Difficulty may be encountered in attempting to locate and procure resources. As a result, it is necessary to establish processes and procedures to ensure departments are able to provide the necessary logistical and resource support to the university response. Additionally, in order to make the most efficient use of the resources CTX has at its disposal, it is necessary to establish a means of managing and tracking the use of resources during emergencies.

Coordinating Departments/Agencies

Accounting
Human Resources (HR)
Facilities Management

Tasks

- Identify resource needs and relay them to the appropriate department
- Establish staging areas for resources if required
- Establish emergency purchasing procedures and coordinate emergency procurements
- Develop a comprehensive list of available campus assets and resources, including personnel, supplies, and equipment
- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
- Track the use of resources during an emergency in accordance with the policy on record keeping as set forth in this plan
- Manage a program of donation solicitation and volunteer recruitment and management

Supporting Plans, Policies, and Procedures

Business Continuity Plan

Emergency Function: Recovery

General

CTX is at risk from a number of hazards that have the potential for causing extensive damage to property and other physical and social systems. Almost immediately following the impact of an emergency, it will be necessary for CTX to begin undertaking recovery activities. As noted in the 'Actions by Phase of Emergency Management' section of this Plan, recovery encompasses those activities necessary to return the community to normal following an emergency.

Various types of state and federal assistance are available to CTX in the form of operational support and financial reimbursement. In order to capitalize on available opportunities for assistance, CTX will need to collect, compile, and assess information on damage estimates, financial impact, resource usage, and continuing resource needs.

Damage assessment and other recovery operations may commence while some emergency response activities are still underway.

Coordinating Department/Agencies

Facilities Management

Accounting

Human Resources

Risk Management

Provost Office

Tasks

- Compile and assess information on resource usage from Community Emergency Response Team (CERT)
- Request, when necessary, state or federal assistance and coordinate with state and federal agencies to carry out authorized recovery programs
- Compile and assess information on the needs of disaster victims and formulate programs to meet those needs
- Compile and assess damage to CTX property and provide the City of Austin and Travis County with the appropriate damage assessment reports and documentation
- Coordinate damage assessment efforts with state and federal damage assessment personnel who may be dispatched to assist
- Coordinate the removal of debris with appropriate contractors, City of Austin officials, and other campus departments
- Maintain continuity of payroll processing services
- Utilize consulting teams to assist affected departments to determine and meet staffing needs

Supporting Plans, Policies, and Procedures

None

Emergency Function: Legal

General

Legal issues requiring timely resolution may arise during preparedness, response, recovery, and/or mitigation activities and will require timely advice from legal professionals regarding the legality of proposed measures. Additionally, implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require Issuance of appropriate legal documents.

Coordinating Departments/Agencies

Risk Management

Tasks

- Brief campus officials on possible liabilities arising from emergency operations, procedures for invoking the emergency powers of system officials, and the required legal documents relating to emergency powers
- Prepare templates of necessary legal documents for use in emergency situations
- Review applicable laws, regulations, executive orders, and declarations
- Review mutual aid agreements submitted to the University for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval
- Advise campus officials on legal implications of various response and recovery activities

Supporting Plans, Policies, and Procedures

None

Appendices

Appendix A: Glossary

Code Red – A telephone service utilized by the City of Austin to deliver pre-recorded emergency notification messages to residents, businesses, and schools who have subscribed to the service.

Disaster District Committee – Texas’ regional emergency management organizations that serve as the initial source of state emergency assistance for local governments and agencies, including universities. A Chairman, who is the local Texas Highway Patrol commander, directs each District. Disaster District Committees, consisting of state agencies and volunteer groups that have resources within the District’s area of responsibility, assist the Disaster District Chair in identifying, mobilizing, and deploying personnel, equipment, supplies, and technical support to respond to requests for emergency assistance from local governments and state agencies.

Emergency – Any situation which requires highly-coordinated responsive actions to protect and save lives, protect critical infrastructure, and enable normal operations to be maintained or resumed as quickly as possible.

Full-scale exercises – A multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. Characteristics of a full-scale exercise include mobilized units, personnel, and equipment acting in a stressful, realistic environment with scripted exercise scenarios.

Functional exercises – A single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. Characteristics of a functional include simulated deployment of resources and personnel, rapid problem solving, and a highly stressful environment.

Incident Action Plan – A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander.

Incident Command System – A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Joint Information Center – A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are collocated at the JIC.

Mutual-aid Agreement – A written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

Regional Liaison Officer – A member of the state of Texas emergency management organization who works closely with a given Disaster District Committee to facilitate the fulfillment of emergency resource requests from local governments and agencies, including universities.

Situational Awareness – Information gathered from a variety of sources that, when communicated to emergency managers and decision makers, can form the basis for incident management decision-making.

Situation Report – A brief report which summarizes confirmed information and details related to an incident. Contents often include background information on the incident; actions taken to date; and the current status or prognosis of the incident.

Table top exercises – An activity that involves key personnel discussing simulated scenarios in an informal setting.

Appendix B: Distribution

General

The following University and non-university personnel will receive one hard copy of the CTX Emergency Management Plan.

University Personnel

President-CEO
Provost/Executive Vice President, Chief Mission Officer
Vice President of Administration, Chief Operations Officer
Vice President- Chief Financial Officer
Chief Strategy Officer
Chief Technology Officer
Associate Vice President of Human Resources
Associate Vice President of Marketing and Communications
Associate Vice President of Building Operations
Associate Vice President of Development
Associate Vice President of Success and Retention
Associate Vice President of Student Life/ Dean of Students
Associate Vice President of Academic Graduate Studies
Inside Counsel, Senior Director of Risk & Compliance
Center Dean
Director of Success Center
Director of Facilities Management
Director of Capital Projects and Contracts
Director of Information Technology Infrastructure
Director of Information Technology Customer Support
Accounting: Controller
Chief of Police
Police Officers
Security Manager/Emergency Program Manager
Security Lead
Commissioned Security Officers

Non-university Personnel

City of Austin Emergency Management Coordinator
Local Emergency Planning Committee
Texas Division of Emergency Management Regional Liaison Officer

Appendix C: Incident Command System

General

The Incident Command System is an emergency response and recovery communications structure, designated by the National Incident Management System, designed to ensure coordination between private, local, state, and federal authorities. The following structure shows the ICS functions and the employee assigned each function at CTX.

CTX Incident Command System:

