

Sam Houston State University Emergency Management Plan



This Emergency Management Plan is a Multi-Hazard Operation Plan and is provided for the SHSU community for continuity and to protect its mission.

This Emergency Management Plan is hereby approved, effective immediately, and supersedes all previous editions.

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Date

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RECORD OF CHANGES Emergency Base Plan

Change #	Change Entered	Date Entered and POC
1	Updated signature page, added term "multi-hazard" in purpose section	9/22-LB
2	Added contracted employee active attack training	6/23 LB
<u>3</u>	<u>Added OEM will send initial Katsafe message for life-threatening events</u>	<u>10/24 LB</u>

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BASIC PLAN.

I. PURPOSE

The Sam Houston State University (SHSU or University) Emergency Management Plan (the Plan) establishes policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption in the functioning of all or portions of the University. This Plan fulfills the requirements of Texas Education Code § 51.217 that an institution of higher education adopt and implement a multi-hazard emergency operation plan that addresses capabilities needed for mitigation, prevention, preparedness, response, and recovery activities.

This Plan and its annexes provide guidelines and a framework for emergency organization, communications and information management, decision-making, response operations, and recovery operations.

II. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
C-CERT	Campus Community Emergency Response Team
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S.
DHS	Department of Homeland Security
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center

B. Definitions

1. Emergency Operations Center. Specially equipped facilities from which University officials exercise direction and control, coordinate necessary resources in an emergency situation, and gather and disseminate information to University officials, officials of neighboring jurisdictions, the public, and the media.
2. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
3. Emergency Situations. An emergency is a situation that includes loss of life, damage to property, and/or threat to life or property.
4. Exercise: An exercise is a hypothetical emergency scenario designed to encourage practical applications from lessons learned through drills such as a tabletop exercise.
5. Catastrophic Incident. Any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions.
6. Hazard. Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
7. Hazardous Material (HazMat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazardous Materials Include: toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
8. Incident Action Plan (IAP). An IAP formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.
9. Inter-local Agreements. Arrangements between the University, local governments, other agencies or organizations, either public or private, for reciprocal aid and assistance during emergency situations, where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. These agreements are commonly referred to as mutual aid agreements.
10. Standard Operating Procedures (SOPs). Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. These may also be referred to as Standard Operating Guidelines (SOGs).

III. SITUATION AND ASSUMPTIONS

- A. Situation. Many hazards that have the potential for disrupting the campus and community, causing casualties, and damaging or destroying public or private property. These hazards include inclement weather, active attacks, cyberattacks, fire, chemical, or structural damage.

- ✓ **Minor Emergency (Level I)**: These are localized events (*e.g.*, gas smell, an electrical arc, small chemical spill) not seriously affecting the overall functional capacity of the University. The incident will be handled completely by the University (except in the case of a minor fire requiring

a response from the Huntsville Fire Department). An Emergency Operations Center (EOC) would NOT be activated for a Minor Emergency.

- ✓ **Major Emergency (Level 2):** These serious events affect an entire building and disrupt the operation of the University. The incident may require multiple University support services and some off-campus mutual aid resources. For a Major Emergency, the University retains Incident Command. University-wide warnings and instructions will be required, and it may be necessary to activate an Emergency Operations Center.
- ✓ **Disaster (Level 3):** These events seriously impair or halt the operation of the University. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of University and external resources is required to effectively control the situation. **An EOC will be activated to deal with a disaster.**

- B. Assumption. Outside assistance will be available in most emergency situations. It is essential for SHSU to be prepared to carry out the initial emergency response on an independent basis.

IV. CONCEPT OF OPERATIONS

- A. Objective. The objective of our emergency management program is to save lives, prevent injury, and protect property.

- B. General.

1. It is our responsibility to protect the health and safety of our students, faculty and staff, to preserve property from the effects of hazardous events, and take proactive steps to protect the environment. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations.
2. Our students, faculty and staff are responsible to prepare themselves and their families to cope with emergency situations, and manage their affairs and property in ways that will aid in managing emergencies. SHSU will provide information and instructions before, during, and after emergency situations.
3. SHSU is responsible for organizing, training, and equipping emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for using mutual aid agreements for emergency services.
4. To achieve our objective, we have organized an emergency management program that is both integrated and comprehensive (addresses mitigation, preparedness, response, and recovery).
5. This Plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during an emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the students, faculty and staff during any emergency situation.
6. Departments and units tasked in this Plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and units are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. We have adopted the National Incident Management System (NIMS) in accordance with the 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.

C. Operational Guidance. The University will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management.

1. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to University and local officials, identify response resources required, and direct the on-scene response from the ICP.
2. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
3. Source and Use of Resources.
 - The University will use its resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, and also purchase supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate.
 - §418.102 of the Texas Government Code provides that the county should be the first channel for requests for assistance. SHSU will work closely with Walker County if additional resources are required.

D. Incident Command Systems (ICS) – EOC Interface

1. The ICS is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. It is used for all kinds of emergencies and applies to small, as well as large and complex, incidents.

The ICS will be used to manage emergency scenes and incidents that occur within the University. The ICS is a management structure adopted throughout the United States as well as international communities.

ICS benefits include:

- Meeting the needs of incidents of any kind or size
- Allowing personnel from a variety of agencies to rapidly link together into a common management structure
- Being a cost effective system that avoids duplication of efforts
- Allowing the transfer of command from one incident commander to another to meet the severity of the incident

- Use of standardized ICS forms and the development of Incident Action Plans (IAPs) when the situation warrants

For major emergencies and disasters, the President will activate the EOC. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below.

2. The incident commander is generally responsible for field operations, including:

- Isolating the scene by setting up a perimeter.
- Determining the need for and initiating the process of the KatSafe emergency notification.
- Establishing Hot, Warm, and Cold Zones depending upon the type of threat.
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- Warning the campus population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or shelter in place) for the campus population in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the EOC.

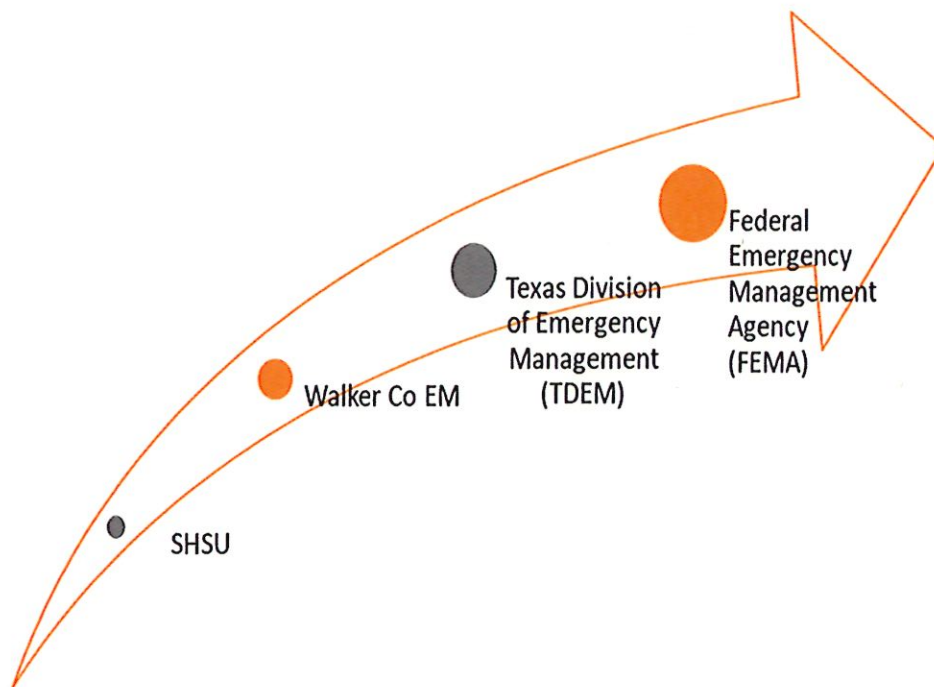
3. The EOC is generally responsible for:

- Providing essential information and developing recommendations for the University President.
- Providing resource support for the incident command operations.
- Issuing university-wide warnings.
- Issuing instructions and providing information.
- Coordinating large-scale evacuation or shelter in place operations.
- Coordinating shelter and mass care arrangements for evacuees.
- Requesting assistance from the state and other external sources.

E. State, Federal & Other Assistance

1. State & Federal Assistance

- If our resources are inadequate to respond to an emergency situation, the University will request assistance from Walker County to augment the University's mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.
- Requests for assistance are made through the Walker County EOC to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Conroe, Texas. A request for state assistance must be made by the University President, or the designated representative, to the Walker County EMC. 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 approval of the Governor.
- The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the Disaster District to the State Operations Center (SOC) in Austin for action.



F. Actions by Phases of Emergency Management. This Plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation.

- Schedule building Fire and Safety Inspection Program in coordination with the Huntsville Fire Department.
- Conduct safety and awareness training in coordination with local, state, and national resources.
- Orient new personnel to safety resources at the New Employee Orientation.

- Train all in evacuation, shelter in place, basic fire and safety procedures.
- Test and refine mass notification process including: Siren/Public Address, KatSafe, social media, and other viable forms of mass notification.
- Identify trends leading to accidents, injury, and lost time and tailor safety training programs to reverse these trends.
- Upgrade facilities, including fire suppression alarms and systems as budgets will allow.

2. Preparedness.

- Provide emergency equipment and facilities.
- Coordinate ICS training for critical staff involved in response and recovery efforts.
- Conduct appropriate training for our emergency management personnel and volunteer organizations assisting in disaster (VOADs).
- Each semester, SHSU will conduct at least one (1) tabletop drill to test and access their contingency plans and preparedness.
- Every two (2) years, SHSU will engage in one (1) full-scale drill to test and evaluate their multi-hazard preparedness for planned and unplanned events.
- At least once a semester, SHSU will test the Katsafe messaging system and send out TEST only emergency messages.
- Initiate a Campus Community Emergency Response Team (C-CERT) for faculty, staff and students to assist in preparedness activities.
- SHSU, through the University Police Department, will educate the SHSU faculty, the SHSU staff, and their SHSU students through informative videos and live presentations, on ways one can prepare themselves, their families, and loved ones in the event of an active attack, disaster, or other incident that could cause loss of life and property.
- SHSU Residence Life will hold fire drills each long semester for the individuals living in SHSU dormitories.
- Work with other campus departments and student organizations across campus, as needed, to prepare/train for multiple hazards as needed, warranted or identified.
- SHSU, through Emergency Management, will educate identified contracted employees who are assigned to work on the campus permanently on campus active attack response.

3. For students that are exhibiting behaviors of concern, members of the Students of Concern (SOC) team will convene. The team can proactively reach out to these students by completing a threat assessment, developing a plan, providing support, and/or connecting them with resources that can assist them. Members of SOC team have completed special training and meet regularly during the academic year. SOC team members include the Dean of Students, Director of Counseling Services, Director of the Health Center, Chief of the University Police Department, Counseling Center Case Manager, and Residence Life member. Response.

- Initiate KatSafe warnings.
- Alert emergency medical services, firefighting, and law enforcement.

Initiate evacuation, shelter and mass care, emergency public information initiate ride-out teams.

- Notify University leadership.

4. Recovery.

- Restore vital services and provide for the basic needs of the students, faculty and staff.
- Provide temporary lodging and feeding facilities.
- Initiate debris removal, restoration of utilities, and structural repair.
- Provide mental health services.
- Sustain recovery messaging via the KatSafe system.
- Provide reunification location and information.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General. Most departments have emergency functions in addition to their normal day-to-day duties. During emergency situations, the University's normal organizational arrangements are modified to facilitate emergency operations. The University's organization for emergencies includes: the University President, President's Cabinet, a Crisis Communications Team, an emergency planning group, Public Safety Services, and support services.
2. Executive Policy Group (EPG). The President provides guidance and direction for emergency response and recovery operations. The EPG includes the President and President's Cabinet.
3. Public Safety Services. Public Safety Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The Incident Commander is the person in charge at an incident site.
4. Crisis Communication Team (CCT). Consists of the Executive Director of Public Safety Service, the VP for Information Technology, the University Public Information Officer (PIO), and the Director of Emergency Management. The CCT formulates the initial response and recommendations.
5. Incident Management Team (IMT). The IMT includes representation from various departments that support and sustain the University's recovery. This will include planning activities conducted at the EOC to execute the President's guidance. The Emergency Management Coordinator is the person in charge at the EOC.
6. Volunteer Coordinators. These individuals include organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.
7. Students of Concern (SOC) team. The team can proactively reach out to these students by completing a threat assessment, developing a plan, providing support, and/or connecting them with

resources that can assist them. Members of the SOC team have completed special training and meet weekly during the academic year. SOC team members include the Dean of Students, Director of Counseling Services, Director of the Health Center, Chief of the University Police Department, Counseling Center Case Manager, and Residence Life member.

B. Assignment of Responsibilities

1. University President.

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Monitor the emergency response during disaster situations and provide direction where appropriate.
- With the assistance of the PIO, keep the public informed during emergency situations.
- With the assistance of the TSUS Office of General Counsel, request the County Judge declare a state of emergency, or invoke any emergency powers when necessary.
- Request assistance from other local governments or the State when necessary.
- Direct activation of the EOC.

2. President's Cabinet.

- Assign emergency response personnel within respective departments.
- Ensure identified emergency response personnel participate in emergency planning, training, and exercise activities.
- Support the activation of the EOC with response planning group personnel.

3. Director of Emergency Management.

- Serves as the staff advisor to the President and President's Cabinet on emergency management operations.
- Keeps the President and Senior Officials informed of our preparedness status and emergency management needs.
- Coordinates local planning and preparedness activities and the maintenance of this plan.
- Arranges appropriate training for University emergency management personnel and emergency responders.
- Coordinates periodic emergency exercises to test our Plan and training.
- Manages the EOC, develops procedures for its operation, and conducts EOC training.
- Performs day-to-day liaison with local and state emergency management staff.

- Coordinates with organized volunteer groups and businesses regarding emergency operations. Department Responsibilities.
- Provide personnel, equipment, and supplies to support emergency operations upon request.
- Develop and maintain SOPs for emergency tasks.
- Provide trained personnel to staff the EOC to conduct emergency operations.
- Report information regarding emergency situations and damage to facilities and equipment.
- Send the initial Katsafe text message for life-threatening campus events.

4. The Incident Commander.

- Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- Determine and implement required protective actions for response personnel and the public at an incident site.

VI. DIRECTION AND CONTROL

- A. The University President is responsible for establishing objectives and policies for emergency management, and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS.
- B. The Director of Emergency Management will synchronize the response activities of all departments from the EOC.
- C. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the President. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.

VII. EMERGENCY FACILITIES

- A. ICP. Except when an emergency situation threatens, an ICP will be established in the vicinity of the incident site. As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
- B. EOC. When major emergencies and disasters have occurred or appear imminent, the President will activate emergency operations.
- C. The primary location for the EOC will be the Tackett Police Building Conference Room or training room. Alternate EOC locations include the PACE Conference Room or the mobile SHSU GO Trailer. The Director of Emergency Management will designate the EOC location.

VIII. EMERGENCY OPERATIONS

- A. Assemble accurate information on the emergency situation (situational awareness) and update the University President with recommended courses of action.

- B. Work with representatives of the planning group to determine and prioritize required response actions and coordinate their implementation.
- C. Provide resource support for emergency operations.
- D. Suspend or curtail non-essential services, recommend the closure of the university to include classes, offices, and cancellation of other events.
- E. Organize and activate large-scale evacuation and mass care operations.
- F. Provide emergency information to the public.
- G. EOC operations are addressed in more detail in the Direction and Control Annex.

Declaration of a Campus Emergency

Declaration of a Campus Emergency is an official designation intended to communicate to the University, as well as to state and local officials, that the University's normal functions and operations are interrupted and our resources are *unable to meet demands resulting from the event*. Only the President or designee is authorized to issue a Declaration of a Campus Emergency. The Declaration must be issued in writing and be communicated publicly.

The University's Chief of Police, Emergency Manager, or designee shall immediately consult with the campus administration regarding the incident to assess whether to issue a *Declaration of a Campus Emergency*, in collaboration with other emergency responders, if necessary.

This plan will promulgate under the authority of the President of the University. Decisions concerning changes to campus status (discontinuation of University functions, cancellation of classes, or cessation of operations), rest with the President. In the President's absence, the Provost and Senior Vice President for Academic Affairs will act in his/her place regarding changes to campus status per recommendation from the Executive Policy Group. During a Declaration of a Campus Emergency, the President and the Senior Vice President for Academic Affairs or designee, shall place into immediate operation the procedures to manage the incident to the extent possible and to safeguard students, faculty, staff, and property.

IX. LINE OF SUCCESSION. President, Provost and Senior VP for Academic Affairs, Senior VP for Finance and Operations.

X. READINESS LEVELS

- A. Readiness Levels will be determined by the President.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 - 1. Level 1: Increased Readiness. Increased Readiness refers to a situation that presents a greater potential threat but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
 - Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
 - 2. Level 2: High Readiness. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the campus. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
 - Credible Threat of Attack. The Executive Director of Public Safety Services deems there to be a credible threat to the campus and communicates that to the President.
 - Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.

- Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
 - Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
3. Level 3: Maximum Readiness. Maximum Readiness refers to large scale disruption to operations and a situation where hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
- Active Attack. The Executive Director of Public Safety Services (University's Chief of Police) declares an active attack on campus. OEM will initiate a Katsafe text message.
 - Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, and recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
 - Tornado Warning. Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - Flash Flood Warning. Flooding is imminent or occurring at specific locations.
 - Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include all law enforcement present for duty, notify Walker County that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.

XI. ADMINISTRATION AND SUPPORT

- A. Agreements and Contracts. All agreements will be entered into by authorized officials and should be in writing. Agreements and contracts should identify the officials authorized to request assistance pursuant to those documents.
- B. Reports.
 - 1. Hazardous Materials Spill Reporting. If the University is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the Chemical and Lab Safety Coordinator will file the report. If the party responsible for a reportable spill cannot be identified or located, the Environmental Health and Safety Coordinator shall ensure that the required report(s) are made.
 - 2. Incident Briefing (ICS 201). This short report should be prepared by the EOC when an on-going emergency incident appears likely to worsen, and the University may seek assistance from other local governments or the State.
 - 3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.
 - 4. Incident Action Plan (IAP) will be prepared by the Planning Section for any incident which is projected to extend into multiple operational periods.
- C. Records.
 - 1. Division of Finance and Operations is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.
 - 2. Activity Logs. The Incident Command Post and the Emergency Operations Center shall 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.
 - Evacuations.
 - Casualties.
 - Containment or termination of the incident.

3. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets. 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.
 4. Costs for emergency operations include:
 - Personnel costs, especially overtime costs.
 - Equipment operations costs.
 - Costs for leased or rented equipment.
 - Costs for contract services to support emergency operations.
 - Costs of specialized supplies expended for emergency operations.
 5. Preservation of Records. In order to continue normal operations following an emergency situation, vital records must be protected. These include legal documents as well as property damage and expenditures relative to personnel and equipment. Essential records should be protected to include routine backup of online data and reporting documents. Each department responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- D. Training. The Director of Emergency Management will coordinate training in accordance with the NIMS.
- E. Consumer Protection. Complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Vice Chancellor and General Counsel of the Texas State University System.
- F. After Action Review. The Director of Emergency Management is responsible for organizing and conducting an after action review (AAR) of emergencies and exercises. The AAR will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or division will be assigned responsibility for correcting any identified deficiencies.

XII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Plan Development. The Director of Emergency Management is responsible for plan development and sustainment.
- B. Distribution of Planning Documents. Once the President has approved the base plan will be available on the KatSafe Website.
- C. The Basic Plan and its annexes shall be reviewed at least annually by the appropriate University officials. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises, updates to recommended best practices, and when changes in threat hazards, resources and capabilities, or University organization occur.

- D. The base Plan and its annexes will be revised or updated by a formal change at least every five (5) years. The Director of Emergency Management is responsible for updating the base Plan.

XIII. RECORD OF DISTRIBUTION. The University publishes emergency plans on the emergency management website known as KatSafe: <http://www.shsu.edu/katsafe/> in the emergency plans section.

XIV. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. § 5121
2. Emergency Planning and Community Right-to-Know Act, 42 U.S.C. § 116
3. Emergency Management and Assistance, Title 44 C.F.R.
4. Hazardous Waste Operations & Emergency Response, Title 29 C.F.R. § 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive-3, Homeland Security Advisory System
8. National Response Framework, Fourth Edition, October 28, 2019
9. National Strategy for Homeland Security, July 2002
10. Nuclear/Radiological Incident Annex to the Response and Recovery Federal Interagency Operations Plans, October 2016-Final
11. Jeanne Clery Act 20 U.S.C. § 1092(f),
12. Institutional Security Policies and Crime Statistics, 34 C.F.R. § 668.46

B. State

1. Texas Government Code, Chapter 418 (Emergency Management)
2. Texas Government Code, Chapter 421 (Homeland Security)
3. Texas Government Code, Chapter 433 (State of Emergency)
4. Texas Government Code, Chapter 791 (Inter-Local Cooperation Contracts)
5. Texas Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order GA 05 Relating to Emergency Management of Natural and Human-Caused Events, Emergencies, and Disasters
7. Executive Order RP 40 Relating to the designation of the National Incident Management System as the incident management system for the State of Texas
8. Texas Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003

10. The Texas Homeland Security Strategic Plan, Part III, February 2004
11. Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule 202.74
(Business Continuity Planning)
12. Texas Education Code § 51.217

ATTACHMENT 1: EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Communications	Shelter & Mass Care	Radiological Safety	Evacuation	Fire Safety	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Officer and Department Readiness	Hazard Mitigation	Hazmat & Oil Spill Response	Severe Weather	Training and Exercises	Legal	Incident Response	Special Large Events	Point of Distribution	After Action Review
Public Safety Services				P		P			P				P	P			P	P		P	P	P	P
Information Technology	P																						
Shelter & Mass Care Coord		P																					
Student Health Center							P																
EHS&RM			P		P										P	P							
Marketing Communications								P															
Facilities Management										P	P	P											
TSUS Ofc. of Gen. Counsel																			P				

P – INDICATES PRIMARY RESPONSIBILITY

ATTACHMENT 2: ANNEX PRIMARY AND SUPPORTING DEVELOPMENT EFFORTS

ANNEX	PRIMARY AND SUPPORTING EFFORTS
Warning	DPSS, IT, IMC
Communications	IT, DPSS, IMC
Shelter & Mass Care	Shelter and Mass Care Coordinator
Radiological Protection	EHS&RM
Evacuation	DPSS, EHS&RM
Fire Safety	EHS&RM
Law Enforcement	DPSS
Health and Medical Services	University Health Center Director
Public Information	IMC, DPSS
Recovery	DPSS, Facilities Management, EHS&RM
Public Works & Engineering	Facilities Management
Utilities	Facilities Management
Resource Management	Facilities Management, Procurement
Direction & Control	DPSS
Office and Department Readiness	DPSS, EHS&RM
Hazard Mitigation	EHS&RM
Hazardous Materials & Oil Spill	EHS&RM
Severe Weather	DPSS
Training and Exercises	DPSS
Legal	TSUS Office of General Counsel
Incident Response (shooter, bomb, fire, chem hazard)	DPSS, EHS&RM
Special Large Events	DPSS
Point of Distribution Operations	University Health Center Director, DPSS
After Action Reviews	DPSS

ATTACHMENT 3: SUMMARY OF AGREEMENTS

Agreements

Description: Closed Point of Distribution

Summary of Provisions: Facilities and personnel to support distribution operations

Officials Authorized to Implement: President, VP F&O, VP SA

Costs: Depends on University closure and personnel working outside normal work hours

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