Online Assessment Tracking Database

Sam Houston State University (SHSU) 2014 - 2015

Risk Management

Goal	Minimize Risk To Employees And Facilities 🞤
	The primary goal of the Risk Management Department is to minimize risk to employees and facilities.
Objective (P)	Emergency Operations Planning 🔎
	Completion of the Emergency Operations Plan (EOP) including functional annexes necessary to achieve level of preparedness defined as "Basic" based on criteria established by the Texas Division of Emergency Management.
KPI Performance	Training Sessions 🔎
Indicator	
	At least 6 safety and/or emergency preparedness training sessions will be held annually. Internal and external presenters will deliver training that meets or exceeds regulatory requirements.
Result	Training Sessions Completed 🔗 🔎
	 * Post Incident Review: Lee Drain Evacuation/Chemical Reaction: 2/20/15, 11 Attendees * Staff Council: "What's the Risk" Training: 3/10/15, 16 Attendees * Post Incident Review: Newton Gresham Library Evacuation/Bomb Threat: 5/29/15, 14 Attendees * Post Incident Review: Bearkat Village Evacuation/Gas Leak: 5/29/15, 14 Attendees * Tabletop Exercise: Campus Emergency: 3/27/15, 17 Attendees (incl. executive leadership) * Business Continuity Plan Discussion: IT Department, 5/4/15, 7 Attendees * Emergency Plans Review: Graduation Planning Team: 5/5/15. 10 Attendees * Emergency Management Training Material Development: Counseling, ResLife, UPD: 6/16/15, 5 Attendees * Emergency Management Training Material Development: PIO, IT, Logistics: 6/19/15, 5 Attendees * Business Continuity Plan Discussion: Enrollment Mgmt. 7/9/15, 9 Attendees * Leadership Development Emergency Preparedness: University and Community Leadership, 12 Attendees * Emergency Instruction Video Development: Delta, IT, UPD, PIO Collaboration: Multiple meetings 6/2015-7/2015
Result	Tabletop Exercise Completed IP The requisite tabletop exercise was completed 3/27/15 and well attended by a cross-section of leadership; including executive leadership employees. The institution was proficient in areas of information dissemination/communications, command structure designation, and identifying essential functions. Areas needing improvement include; order of succession (command if senior leader is unavailable), actual practice of an emergency event and creation of go

kits. Departmental emergency planning sessions are recommended as well as a functional exercise. See attached After Action Report.

KPI Performance Indicator	Basic BCP Checklist/Crosswalk 🖉 🖉
	A checklist (Texas Continuity Crosswalk) will be used to document progress in completing the basic Business Continuity Plan (BCP). The goal for completion is December 2014. Once the Basic plan is complete, we want to sustain the basic level through training and simulation exercises. Exercises are evaluated according to the Homeland Security Exercise and Evaluation Program(HSEEP).
Result	Crosswalk Completed 🛯 🖉 🔎
	Completed and submitted to the SORM 10/30/2014.
Result	BCP Review & Update Completed & P State Office of Risk Management (SORM) reviewed the
	submitted SHSU BCP and stated it met the requirements outlined in the Crosswalk. SORM did provide 3 recommendation to improve the plan, which were not requirements to modify the plan. The improvements included; Reduce the number of Essential Functions, Add a Communications Table, and Add an Essential Records Management Table. These recommendations were adopted and changes made for the 1/2016 submission deadline.
KPI	
Performance Indicator	Consultant Selection 🖉 🖉
	Selection of a consultant by 1/30/2013 to develop the University's Business Continuity Plan is paramount to the completion of the Emergency Operations Planning objective. The consultant is to deliver the completed plan by 10/1/2014. The criteria for selecting the consultant is identified in the attached Request for Proposal.
Result	Consultant Hired 🔎
	Consultant was hired and BCP completed 10/30/2014.
Objective (L)	Emergency Preparedness & Safety Training 🛯 🖉 🔎
	Develop and sustain a comprehensive effort to educate faculty, staff, and students about the importance of emergency preparedness and safety.

IndicatorTraining Session Evaluation Participants, upon completion of the training session, will be
asked questions designed to gauge their understanding of
the material presented and provided the opportunity to ask
any clarifying questions to improve their understanding of
the material presented.

Criterion	Evaluation Goals 100% of participants will be provided an overview of the material provided, asked their understanding, and allowed to ask clarifying questions; acknowledging their level of understanding of the training provided.
Finding	Training Courses - Evaluation Goals Achieved Participants were provided ample opportunity to discuss items presented in training sessions as well as other items of interest. Many acknowledged their understanding and some asked additional questions when we had an opportunity to interact while in their workspace. This indicates that employees have attempted to apply what was learned in training to their workplace and/or their willingness/interest in emergency response, safety, and risk management.
Criterion	SHSU Complies With State And Federal Emergency Planning Exercises The State of Texas must be prepared to ensure the continuing performance of critical government functions under all conditions, including emergencies that disrupt normal operations. This capability depends on effective continuity planning that identifies critical functions; identifies the personnel, facilities, and other resources required to continue delivery of those functions; and ensures those resources will be available when needed through coordination with partners and stakeholders. Requirements for state agency continuity planning are established in the Texas Labor Code (Section 412.054), with additional information on information security rules related to information security standards in Rule §202.24 of the Texas Administrative Code.
Finding	Business Continuity Plan Exercise Continuity planning exercises are excellent learning tools. The most recent exercise re- introduced SHSU's emergency plans and responsibility to respond in an emergency. The exercise also garnered confirmation that Executive Leadership supports the continuity planning exercise initiative and puts in place the expectation that exercises will be held for all

areas deemed essential to operations and that exercises will increase in complexity to meet the requirements of state and federal mandates.