Emergency Operations Plan 2025

TEXAS
The University of Texas at Austin

Version XVI

Letter of Promulgation

The University of Texas at Austin is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, the Office of Security & Emergency Management has developed the Emergency Operations Plan. 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 inevitable occurrence.

We can best prepare to meet the enormous challenges emergencies present by working together. Thus, The University of Texas at Austin expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery. As such, this Emergency Operations Plan includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. The plan also requires departments to designate emergency coordinators who will have the authority to make modifications in emergency procedures and commit resources to emergency management, as necessary.

The Emergency Operations Plan is designed to help University employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by University employees, thereby minimizing danger to our campus.

Every member of The University of Texas at Austin community should understand their role in emergencies. Please review this plan so that you can support your colleagues and protect our students, faculty, staff, and visitors should an emergency arise.

Thank you,

Jay Hartzell
President
The University of Texas at Austin

Approvals

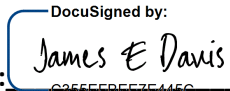**This supersedes and rescinds all previous versions of this document.**

Approved: _____ Date: 2025-01-17 | 10:28:09 PST

Jay Hartzell, President
Office of the President
The University of Texas at Austin

Approved: _Rachel Davis Mersey_____ Date: 2025-01-16 | 15:37:36 CST

Rachel Davis Mersey, Executive Vice President and Provost
Office of the Provost
The University of Texas at Austin

Approved: _James E Davis_____ Date: 2025-01-16 | 11:00:40 CST

James Davis, Senior Vice President and Chief Operating Officer
Office of the Chief Operating Officer
The University of Texas at Austin

Record of Distribution

This plan will be available to the University of Texas at Austin on a case-by-case basis as determined by the Office of Security & Emergency Management. Contact SEM for more information regarding accessibility of the Emergency Operations Plan.

Internal Support Distribution

- President
- Executive Vice President and Provost
- Senior Vice President and Chief Operating Officer
- Vice President and Chief Financial Officer
- Vice President and Athletics Director
- Vice President for Development
- Vice President for Campus and Community Engagement
- Vice President for Legal Affairs and General Counsel
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- Deputy to the President
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- Deputy to the President for Transformation Strategies
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- Dean, School of Nursing

- Dean, Steve Hicks School of Social Work
- Dean of the Undergraduate College and Senior Vice Provost for Curriculum and Enrollment
- Senior Vice Provost for Faculty Affairs
- Vice Provost for Enrollment Management
- Executive Director for Enterprise Business Information Technology Solutions
- Executive Director for Accounting and Financial Management
- Associate Vice President for Human Resources
- Assistant Vice President for Campus Services
- Associate Vice President for Campus Operations
- Executive Director, Planning, Design and Construction
- Associate Vice President, University Housing and Dining
- Associate Vice President and Chief of Police

- Director of Facility Operations for Recreational Sports
- Executive Director of Operational Safety and Compliance
- Senior Director of Security & Emergency Management
- Director of Environmental Health and Safety
- Director/Fire Marshal, Fire Prevention Services
- Director of Parking and Transportation
- Executive Director of Facilities Services
- Executive Director of Utilities and Energy Management

- Senior Vice Provost for Global Engagement and Chief International Officer
- Vice Provost for Academic Affairs
- Senior Vice Provost for Resource Management
- Vice Provost for Faculty Diversity
- Vice Provost and Director of Libraries
- Vice President for Student Affairs and Dean of Students
- Associate Vice President for Campus Life and Deputy Dean of Students

- Chief of Staff to Executive Vice President and Provost
- Executive Director, Texas Exes
- Director of Sorority and Fraternity Life
- Executive Director of New Student Services
- Director of Texas Parents
- Executive Director of Student Conduct and Academic Integrity
- Director of Student Emergency Services
- Chair of Faculty Council
- Chair of University Staff Council

External Support Distribution

- City of Austin Office of Homeland Security and Emergency Management
- Travis County Office of Security & Emergency Management
- UT System Office of Risk Management, Office of Emergency Management

Record of Changes

Description of Change	Entered By	Date Entered
Updated positions and titles throughout document	Joshua Wood	November 2024
Replaced Office of Emergency Management (OEM) with Office of Security & Emergency Management (SEM) to reflect departmental changes.	Joshua Wood	November 2024
Added position of Executive Director of Operational Safety and Compliance	Derek Trabon	June 2024
Updated with organizational changes, Emergency Alert Levels (stages), and Threat and Hazard Identification and Risk Assessment (THIRA)	Derek Trabon	April 2024
Updated titles throughout the document	Derek Trabon	October 2023
Updated position titles throughout the document	Jonathan Robb	April 2023
1.5 Locations under "The University" updated to include remote sites	Jonathan Robb	April 2023
1.6 THIRA list of possible threats/hazards updated	Jonathan Robb	April 2023
3.4.1 Responsibilities for ESF3 updated	Jonathan Robb	April 2023
4.1.1 Emergency Alert/Notification Matrix updated	Jonathan Robb	April 2023
Attachment 2 "Evacuation Zones and Evacuation Routes" updated	Jonathan Robb	April 2023
Attachment 4 "Restricted Access Map and Vehicle List" updated	Jonathan Robb	April 2023
Updated 1.6 Threat and Hazard Identification and Risk Assessment	Jonathan Robb	January 2022
Updated 3.4.1 Emergency Support Functions	Jonathan Robb	January 2022
Updated Attachment 1.3 Evacuation Assistance	Jonathan Robb	January 2022
Replaced the Office of Emergency Preparedness (OEP) to the Office of Emergency Management (OEM) as part of the rebranding project for the office	Jonathan Robb	December 2021
Updates Section 1.3 Authorities	Jonathan Robb	December 2021

Record of Changes in the EOP reflects changes made during the current revision period and prior revision periods. All previous records of change can be found in prior versions of the EOP maintained by the Office of Security & Emergency Management.

Contents

1. Purpose, Scope, Situation, and Assumptions

1.1. Plan Overview

The University of Texas at Austin ("University") Emergency Operations Plan (EOP) is a framework for a coordinated response to emergencies and disasters (collectively referred to as emergencies throughout this document). This plan provides an incident management structure for all emergency operations but does not include specific procedures for safety or hazardous material response.

The incident management structure set forth in this plan is flexible and may expand or contract as the situation warrants. This plan is based on a worse-case scenario and provides for the critical functions and roles of the University during an emergency response. However, its general procedures for the management of information, activities, and operations can be applied during any type of emergency.

The EOP is an "all-hazards" document and contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency. This plan, therefore, does not address all unique conditions that may result from a particular hazard or event.

The EOP is part of a suite of plans that the Office of Security & Emergency Management (SEM) maintains. The complete suite of plans addresses all aspects of the emergency management program, while the EOP focuses on response. Additionally, there are plans that cover the other phases of emergency management. Below are the four main plans that take effect after an incident occurs. In addition, select buildings on campus have a Building Emergency Plan (BEP) which addresses specific procedures for occupants during an emergency.
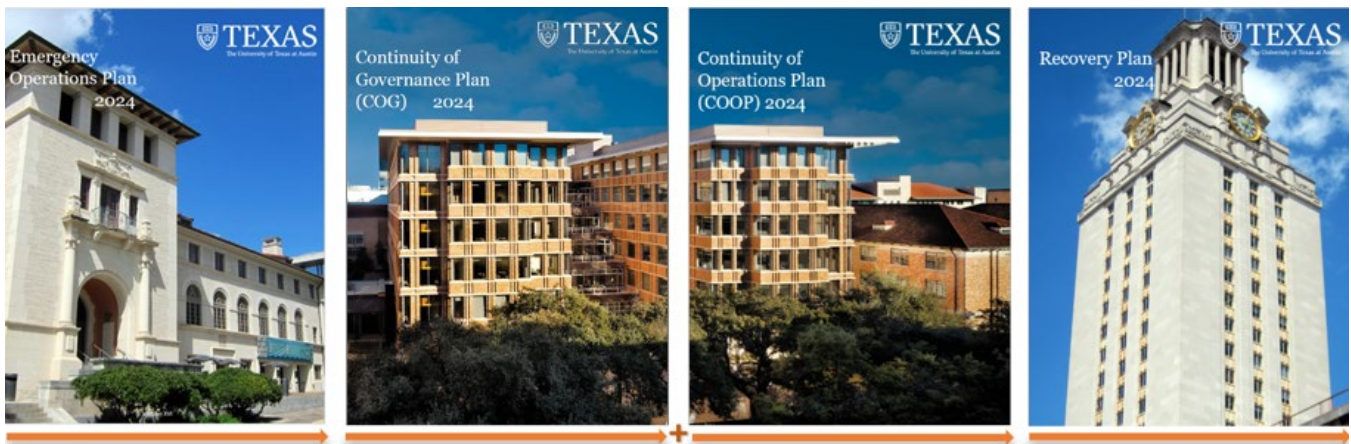
This plan is based on the National Incident Management System (NIMS) and the Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities. It also stems from the State of Texas Emergency Planning Guidance and FEMA's National Response Framework. Accordingly, this plan's approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response, and recovery each contain a critical University procedure for emergencies.

This is the overarching plan for the University but may not address specific needs for all departments. Departments, colleges, and schools shall develop any additional emergency procedures where it is required and consistent with this plan.

1.2. Purpose

This plan fulfills the Texas State Education Code (Section 51.217) requirement that an institution of higher education adopts and implement a multi-hazard emergency management plan that addresses mitigation,

preparedness, response, and recovery. Additionally, this plan fulfills The University of Texas System policy (UTS172) requirement that each institution implements the use of NIMS and ICS.

This plan provides guidelines and a framework for emergency organization, communications and information management, decision-making, response operations, and recovery operations. The following statutes, regulations, and standards were used to provide guidance and authority to develop this plan.

1.3. Authorities

- **Federal**
  - Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended),42 USC § 5121
  - Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
  - Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
  - National Incident Management System
  - National Response Framework
  - National Strategy for Homeland Security, October 2007
- **State of Texas**
  - Government Code, Chapter 418 (Emergency Management)
  - Government Code, Chapter 421 (Homeland Security)
  - Government Code, Chapter 433 (State of Emergency)
  - Government Code, Chapter 791 (Inter-local Cooperation Contracts)
  - Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
  - Executive Order of the Government Relating to Emergency Management
  - Executive Order of the Government Relating to the National Incident Management System
  - Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
  - The Texas Homeland Security Strategic Plan, 2021-2025
  - Texas State Education Code Section 51.217
- **Local**
  - UTS172 Emergency Management

1.4. Plan Scope

The measures in this plan will be enacted in response to any circumstance occurring at the University that requires greater than day-to-day resources to protect safety, health, property, the environment, and/or critical operations, including:

- **Events:** Planned occurrences that require resources greater than customary day-to-day staffing to ensure the safety and wellbeing of event participants, and the coordination of these resources to ensure a safe and successful outcome. Examples include commencement, guest lectures requiring special security, and large gatherings such as football games. Unlike incidents, events can be rescheduled or cancelled.

- **Incidents:** An occurrence of natural, technological, or human-caused origin, requiring a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

There are two categories of incidents:

- **Emergencies:** Any incident, whether natural or human-caused, that requires responsive action to protect life or property.

- **Disasters:** An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries.

This plan applies to the University campuses as noted in Section 1.5 below. Should an event or incident impact, or be expected to impact, the University 's campuses or community, the University will implement measures outlined in this plan. The University is not responsible for managing emergencies that occur at other universities within The University of Texas System, but may assist or provide resources with current mutual aid agreements.

1.5.   The University

The University of Texas at Austin (UT Austin) is the flagship school of The University of Texas System in Austin, Texas. Founded in 1883, the University has almost 52,000 undergraduate and graduate students, roughly 10% of whom are from outside of Texas or the United States.[1] The University also employs more than 20,000 faculty and staff members. Research is another core function of the University with expenditures received being roughly $1.06 billion.

The University includes the following campuses (* denotes within UTPD jurisdiction[2]):

- Main Campus; Austin, Texas*
- J.J. Pickle Research Center; Austin, Texas*
- Lady Bird Johnson Wildflower Center
- McDonald Observatory; West Texas
- Marine Science Institute; Port Aransas, Texas
- Winedale Historical Center; Round Top, Texas
- Brackenridge Tract; Austin, Texas*
- Paisano Ranch; Austin, Texas*
- Dell Pediatric Research Institute
- Montopolis Research Center

- Stengl "Lost Pines" Biological Station; Smithville, Texas
- Semester in Los Angeles; Los Angeles, California
- Semester in New York City; New York
- Bureau of Economic Geology Houston Research Center; Houston, Texas
- Bureau of Economic Geology Midland Core Research Center; Midland, Texas
- Bee Caves Research Center; Austin, Texas*

As noted above, UT Austin responds to emergencies occurring on most campuses located in Austin, Texas. Other campuses rely on local city or county first responder departments for initial responses. Local city or county emergency medical services and fire departments respond to all campuses.

1.5.1. Special Populations

Some members of the University community may have access or other special needs that must be addressed in emergency planning and response:

- **Students in University Housing**
  Although most students commute to and from campus, 9,056 students live in 15 on-campus residence halls and one off-campus residence hall.[3] The University also operates three apartment complexes located off-campus. Many of these students rely on University dining halls for meals. The continued need to provide housing and meals to many campus community members should be considered during an emergency.

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[1] The University of Texas at Austin, Facts and Figures, updated September 2023.
[2] The University of Texas at Austin Police Department, Authority and Jurisdiction.
[3] As of Spring 2024, per University Housing and Dining staff.

- **Community Members with Access and Functional Needs**
  Some members of the campus community have access and functional needs, including disabilities or limited English proficiency. Response activities may need to be modified to assist the campus community with these needs.

- **Children in University Facilities**
  The University operates The University of Texas Charter School (UT-UCS), a diverse school district that consists of 25 campuses covering Austin, Houston, Dallas-Fort Worth, and the San Antonio area. The UT-UCS has developed their own EOP's that are a supplement to the UT EOP and meet all state and local standards for public and charter school emergency plans. The University also operates three childcare centers on or near campus, in addition to various camps and other youth programs throughout the year. Special accommodations may need to be made for the children in University facilities during an emergency, particularly in relation to family reunification. One of the supplemental plans to this document addresses youth reunification in the event of an emergency.

1.6. Threat and Hazard Identification and Risk Assessment (THIRA)

The University faces risks from many threats and hazards, and planning separately for all would require an enormous amount of time and resources. Rather than plan for every possible threat and hazard, the University embraces capabilities-based planning based on national emergency management frameworks. Capabilities-based planning builds and sustains core capabilities that can help prevent, protect against, mitigate, respond to, and recover from multiple threats and hazards. Capabilities-based planning is the foundation of the National Preparedness System, a system the University uses as a basis for its Emergency Management Program[4].

The first step of the Threat and Hazard Identification and Risk Assessment (THIRA) is for SEM to identify a preliminary list of threats and hazards that could affect the University. SEM used the Campus Safety and Security (CSAS) Committee to provide stakeholder engagement of many departments across campus to complete a THIRA survey and reduce the threats and hazards most likely to occur. The THIRA matrix approved by CSAS is an attachment of the EOP.

Threats/Hazards (New THIRA Data)	• **Act of Violence** • **Civil Disturbance** • **Cyber Attack** • **Fire** • **Flood** • **Hazardous Material Incident** • **Ice Storm** • **Pandemic** • **Power Outage** • **Severe Thunderstorm/Lightning** • **Tornado**

The University uses the threats and hazards to adopt hazard mitigation goals and objectives to protect the University community.

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[4] Detailed information about the National Preparedness System can be found at https://www.fema.gov/emergency-managers/national-preparedness/system

1.7. Situations and Assumptions

As described in Section 1.6 "Threats and Hazards" above, the University is at risk for a wide variety of emergencies including, but not limited to, severe weather, fires, violence, and medical emergencies. This plan is an "all-hazards" plan and is intended to address any emergency or disaster situation that may arise on campus.

This plan is based on a set of planning assumptions or assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are listed below:

- Critical utilities include water delivery, electrical power, natural gas, steam, telephone communications, microwave, and repeater-based radio systems, cellular telephones, and information systems
- Regional and local services may not be available
- Major roads, overpasses, bridges, and local streets may be damaged
- Buildings and structures, including homes, may be damaged
- Damage may cause injuries and displacement of people
- Normal suppliers may not be able to deliver materials
- Contact with families and households of the University community may be interrupted
- People may become stranded at the University, and conditions may be unsafe to travel off campus
- Emergency conditions that affect campus will affect the surrounding community, including the City of Austin and Travis County
- The University will not receive outside assistance in rapid damage assessments and will need to conduct its own situation analysis
- Communication and exchange of information will be one of the highest priorities for the campus EOC

2. Concept of Operations

2.1. University Emergency Management Responsibilities

The University is responsible for protecting life and property from the effects of emergencies or disasters that occur on campus. The University is responsible for managing emergencies or disasters that occur on campus, including satellite locations. The University is also responsible for coordinating with external agencies that also respond to emergencies or disasters on campus.

The University's top priorities during an emergency are to:
- Protect the lives, health, and safety of students, faculty, staff, visitors, and emergency responders
- Protect University property and mitigate damages to the physical environment
- Protect the environment of the University and its natural resources
- Protect and restore critical infrastructure and key University resources
- Restore University operations
- Coordinate among appropriate stakeholders
- Facilitate the recovery from an emergency

SEM is the designated emergency management office for the University and is empowered with the authority to administer the emergency management program. The Senior Director of Security & Emergency Management is the designated individual empowered with the authority to execute the emergency management program.

SEM is responsible for all four phases of emergency management (mitigation, preparedness, response, and recovery). Some of the responsibilities of these phases include developing and maintaining University level emergency plans, managing the EOC, and conducting preparedness activities including training and exercises.

CSAS Committee has developed the Emergency Management Program Advisory Committee (EMPAC) which functions as the advisory committee for the emergency management program and provides coordinated input from key stakeholders in the preparation, implementation, evaluation, and revision of the program. EMPAC meets quarterly to provide input into the program's projects and operations. Additional department-specific emergency responsibilities are detailed in Section 3.4.1 "Emergency Support Functions" in this plan.

2.2.   Key Areas of Emergency Planning and Incident Management

The University is responsible for conducting emergency management activities before, during, and after an emergency. In general, the University conducts the following emergency management activities:

- **Mitigation**
  Mitigation activities provide a critical foundation in the effort to reduce the loss of life and property, from natural and/or human-caused disasters, by avoiding or lessening the impact of a disaster. Mitigation is usually a pre-disaster activity, although mitigation efforts may also occur in the aftermath of an emergency or disaster to prevent an expansion or repetition of the effects.

- **Preparedness**
  Preparedness actions involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing specific plans for delivering capabilities when needed for an incident. Among the preparedness activities included in the emergency management program are:
  - Emergency planning, including maintaining this plan, its annexes, companion documents, and associated procedures
  - Providing emergency equipment and facilities
  - Conducting or arranging appropriate training for emergency responders, emergency management personnel, and University officials
  - Conducting periodic drills and exercises to test emergency plans and training

- **Response**
  Response activities are immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response activities include timely warnings and communications, emergency medical services, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

- **Recovery**
  If an emergency occurs, the University will carry out a recovery program that includes both short and long-term operations. Recovery includes the development, coordination, and execution of service and site restoration plans, the reconstitution of operations and services, evaluation of the incident to identify lessons learned, post incident reporting, and development of initiatives to mitigate the effects of future incidents.

2.3.   Plan Implementation

The concepts and operations outlined in this EOP will be implemented according to needs, available resources, and the declared readiness or emergency alert level.

The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign University staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources.

Activation of emergency response will include the establishment of UT Austin's Incident Command System. Depending on the emergency, certain emergency functions may not be activated or may be activated after the initial response has begun. The University will only activate those functions that are required, although the plan does allow for activation of *all* functions in the event of a worst-case scenario. The Incident Commander/Unified Command will determine what functions need to be activated. For more information about emergency functions and organization, see Section 3.4 "Support Functions."

2.4. Emergency Alert Levels and Readiness Conditions

The University uses a four-tiered system to describe various levels of preparedness and emergency response measures. This system allows for a "build-up" period during which time actions can be taken to establish a state of maximum readiness. The system also helps build a common operating picture so that all responding departments will have the same mindset about the severity and urgency of the situation.

The President of the University, or designee, will determine the appropriate emergency alert level and notify University emergency personnel when levels change in response to an incident or planned event.
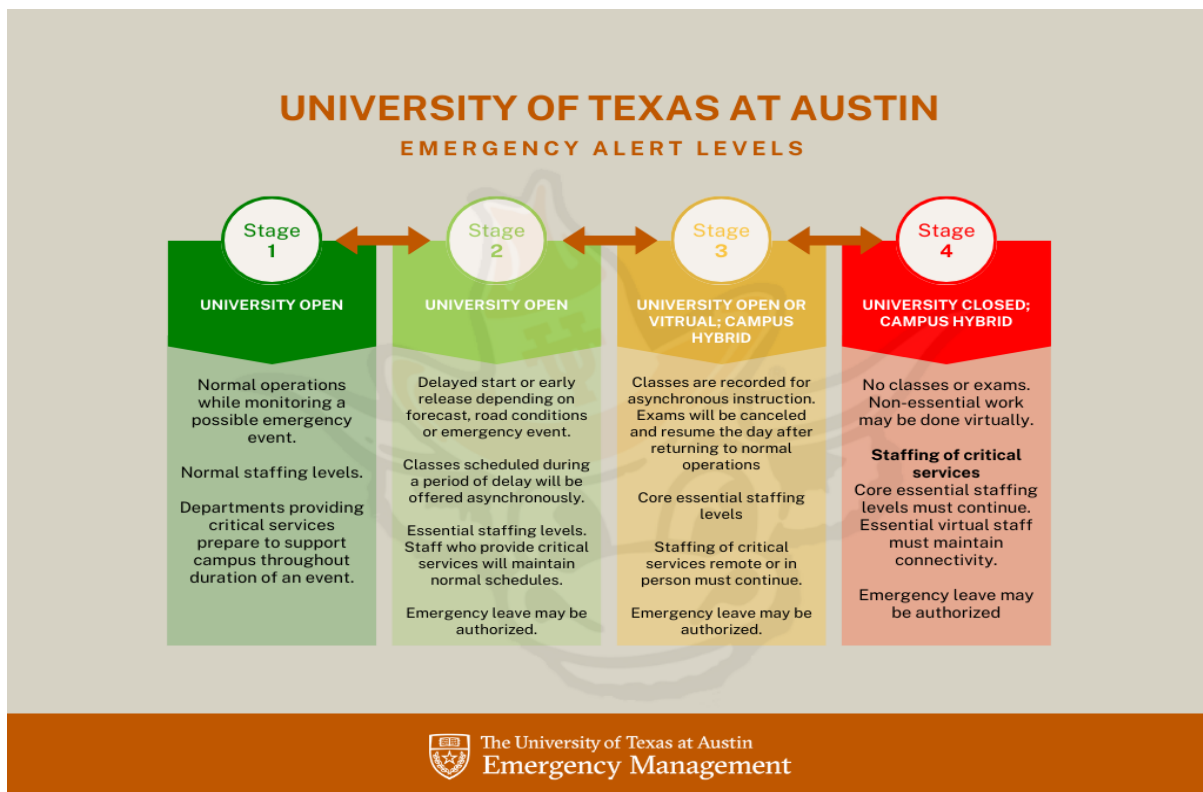
The readiness conditions below are based on the State of Texas Readiness Levels which can be found in the State of Texas Emergency Management Plan.

Level	Definition	Description
IV	**Normal Conditions**	No significant emergency is present. The University continues to conduct normal business and monitors threats. University and local responders resolve emergencies that might occur in their areas. This is the default level of readiness and activation for the University. The University emphasizes prevention and preparedness activities such as hazard mitigation, training, education, and testing and exercises. Typical Events: Daily emergency responses for medical emergencies or fire alarms, weather and threat monitoring and notification, plan testing, training, and exercises.
III	**Increased Readiness Conditions**	A significant emergency has not yet occurred, but a higher-than-normal level of readiness is warranted because of increased vulnerability to a specific hazard. Actions may include developing coordination meetings or conference calls as well as increased threat monitoring. The EOC is typically not activated, although Emergency Management staff may conduct monitoring activities from the EOC. Typical Events: Forecasted inclement weather, natural hazards in the area such as wildfires or flooding, and planned protests or large gatherings.
II	**Escalated Response Conditions**	An emergency has occurred that requires the University to respond. Coordination between University departments is required, and some external agencies may also be involved. The University has most if not all the resources required to respond to the event. The EOC is partially activated. Some EOC members may activate virtually with designated collaborative tools. The Executive Emergency Team is notified. Typical Events: Inclement weather that has affected or is likely to affect University operations, any emergency that is brief in nature and does not require prolonged activation or recovery.
I	**Emergency Conditions**	An emergency has occurred that requires the University to respond. Required resources generally exceed the University's capacity and require assistance from local or regional partners. Involves multiple University departments and outside agencies. Response operations may also be sustained over multiple operational periods and normal operations may be canceled or suspended. The EOC is fully activated. Typical Events: Major act of violence on campus, natural disaster, or any emergency that requires major coordination amongst university departments and/or with outside agencies.

No-notice or unplanned events involve on-scene responders implementing life-saving actions in a quick manner. The UT Austin Police Department Dispatch Center will likely receive the first notice of an unplanned emergency. When the event rises to a level that exceeds the University's normal response capabilities, the Senior Vice President and Chief Operating Officer (or their designee) or the UT Austin Chief of Police (or their designee) will notify the Senior Director of Security & Emergency Management for EOC activation and coordination. See 4.2 "Communication Plan for Critical Incidents" that are channeled through UTPD for more information.

3. Direction, Control, and Coordination

The University has adopted the Incident Command System (ICS) as part of the National Incident Management System (NIMS) – as its command structure – to manage large-scale planned events, emergencies, and disasters. The Senior Director of Security & Emergency Management is the coordinator for ICS implementation.

ICS is an emergency management construct designed to provide an integrated organizational structure reflecting the complexity and demands of all types of incidents. ICS is an all-hazards incident management tool allowing the response of many different University departments and outside agencies to be coordinated. It can be expanded or contracted based upon the size of the incident, maintains a limited span of control, and follows a clear chain of command.

The University Emergency Management Program is responsible for ICS implementation during emergency response operations. The program will ensure adherence to the principles of NIMS and ICS, use of common terminology, integrated communications, and the use of pre-designated facilities such as the University EOC. The Program will also ensure that NIMS and ICS are integrated into all emergency training and exercises.

During emergency response operations, the Senior Director of Security & Emergency Management or their designated representative is responsible for the implementation of ICS. The director will establish an Incident Commander/Unified Command as required, designate personnel responsible for operations, planning, resource management, coordination with outside agencies. For large scale incidents, the Senior Director will ensure that each subunit is organized in a modular fashion with proper span of control.

3.1. Continuity of Operations

The President leads the University and oversees the development and administer plans and policies for the program, organization, and operation of the University.[5] The following succession order will be adhered to in the absence of the president:

1. **President**
2. **Executive Vice President & Provost**
3. **Senior Vice President & Chief Operating Officer**

The Associate Vice President for Campus Operations, the UT Austin Chief of Police, and the Senior Director of Security & Emergency Management are responsible for overseeing incident command. The following succession order will be adhered to in the absence of the Chief of Police regarding Unified Command:

Incident Command Positions:

1. **Campus Operations:** AVP for Campus Operations (Primary), Executive Director of Facilities Services (Secondary), Executive Director for Utilities & Energy Management (Tertiary)
2. **UT Austin Police:** Chief of Police (Primary), Assistant Chief of Operations (Secondary), Assistant Chief of Support, Staff & Events (Tertiary)
3. **Emergency Management & EOC:** Senior Director of the Office of Security & Emergency Management (Primary), Operations Manager (Secondary), Executive Director of Operational Safety & Compliance (Tertiary)

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[5] The University of Texas at Austin, Handbook of Operating Procedures, 1-1020, Officers of Administration
The University of Texas System, Regent's Rules and Regulations, Rule 20201, Presidents

Other departments and administrative officers are encouraged to develop succession orders as well, particularly if their function involves emergency response.

3.2. Incident Organization

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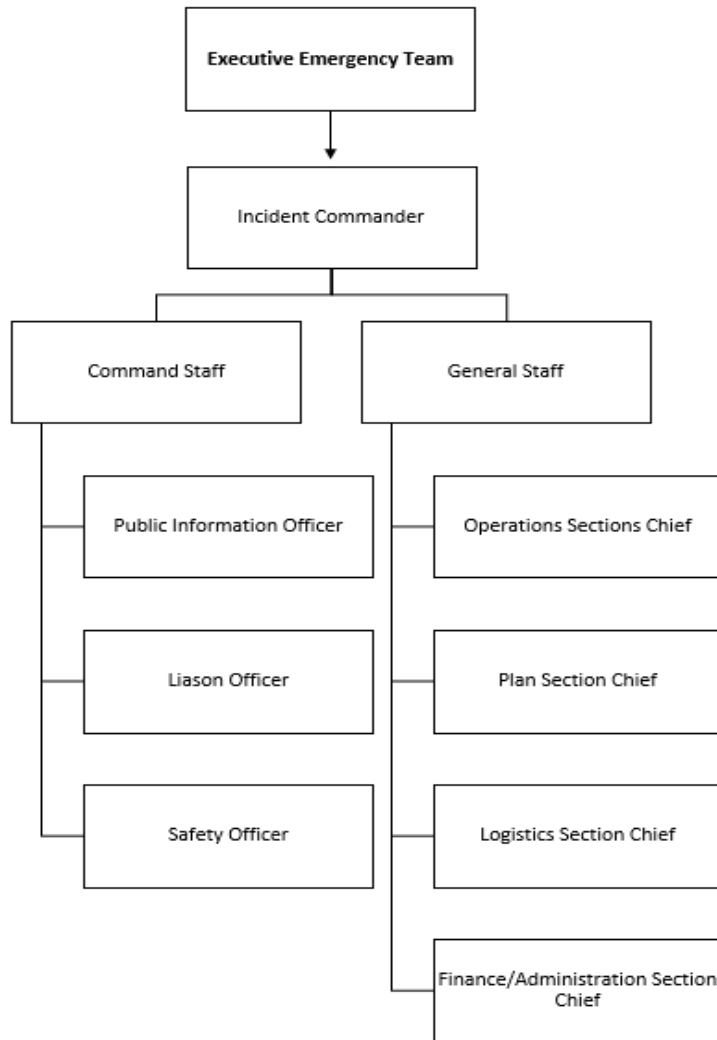
Two working groups lead the University during an emergency: The Executive Emergency Team (either virtually or from a designated location) and the Incident Command Staff in the EOC (virtually, hybrid or in-person).

3.2.1. Executive Emergency Team

The Executive Emergency Team (EET) consists of the University's senior leaders and is responsible for addressing policy issues, providing strategic direction, and the granting authority to the Incident Command Staff during an emergency. The President of the University (or their designee) leads the EET.

The EET assembles in an identified designated location. If the designated location is unsafe or otherwise inaccessible, the EET will relocate to an alternate location or meet virtually. Additionally, SEM maintains an EET Guidebook with specific procedures regarding activation, information sharing, and individual roles and responsibilities.

3.2.2. Unified Command

When an incident occurs, Unified Command will be established between Campus Operations, UTPD, and SEM. Unified Command and the Command and General Staff manage the operational response to the emergency and coordinates among responders. Other entities may be incorporated into the Unified Command as needed.

3.2.2.1. Emergency Operations Center

The Emergency Operations Center (EOC) is activated whenever emergency conditions exist that exceed the capabilities of normal operations and immediate action is required to save and protect lives, to coordinate communications, to provide essential services, to temporarily assign University staff to perform emergency work, to invoke emergency authorization to procure and allocate resources, and to prevent damage to the environment, systems, and property.

Upon activation, incident staff will report to the EOC. If the primary location is unsafe or otherwise inaccessible, the staff will assemble in an alternate location. At the request of the EET, or as directed by the aforementioned incident commanders, the Senior Director of SEM (or their designee) may activate the EOC. The EOC is typically activated via text message using the University's mass notification system.

The EOC brings together decision makers to coordinate the flow of information and the development of response strategies. All organizations involved in responding to the emergency should provide a representative in the EOC. The general responsibilities of the University's EOC include:

- Assemble accurate information on the emergency and current resource data to allow on-scene officials to make informed decisions on courses of action
- Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services
- Provide resource support for emergency operations
- Organize and activate large-scale evacuation and mass care operations
- Provide emergency information to the public

The EOC will also coordinate with Austin/Travis County Joint Area Command as appropriate.

SEM maintains an EOC Guidebook with detailed information regarding EOC procedures including activation, information sharing, and position-specific roles and responsibilities.

3.2.2.2. Incident Command Post

Upon the occurrence of an incident, and if appropriate, an Incident Command Post, or multiple posts, will be established in the vicinity of the incident site(s). The Incident Commander/Unified Command (or designee) will be responsible for directing the emergency response and managing the resources at the incident scene.

3.2.2.3. Command and General Staff

The University fills the following positions within the command and general staff, depending upon the nature of emergency and the readiness level.

Position	Primary University Staff Title	Emergency Roles and Responsibilities
EOC Manager	Senior Director of Security & Emergency Management	Responsible for overseeing the EOC.
Public Information Officer	Director of Strategic and Executive Communications (UTPD)	Advises the Incident Commander on information dissemination and media relations, obtains information from and provides information to the Plans Section, and obtains information from and provides information to the community and media.
Liaison Officer	Emergency Management Coordinator	Assists the Incident Commander by serving as a point of contact for agency representatives who are helping to support the operation and provides briefings to and answers questions from supporting agencies.
Safety Officer	Director of Environmental Health & Safety	Advises the Incident Commander on issues regarding incident safety and works with the Operations Section to ensure the safety of field personnel.
Operations Section Chief	Assistant Chief of Operations, UTPD, Executive Director of Campus Operations as necessary	Responsible for managing all tactical operations at an incident.
Planning Section Chief	Emergency Management Coordinator	Responsible for providing planning services for the incident including collecting situation and resources status information, evaluating it, and processing it for use in the Incident Action Plan.
Logistics Section Chief	Assistant Vice President for Procurement and Payment Services	Provides all incident support needs.
Finance/Administration Section Chief	Executive Director, Accounting and Financial Management	Responsible for managing all financial aspects of an incident.

In addition to the positions noted above, the University staffs the appropriate branches within each of the above sections, as dictated by the nature of the emergency. SEM maintains records for the EOC including the list of personnel who staff each position.

3.3.   Incident Action Plans

Every response to an incident must have an oral or written action plan. The purpose of an Incident Action Plan (IAP) is to provide all incident supervisory personnel with directions and guidelines for their actions. IAPS include the measurable, tactical operations to be achieved cover a set time frame called an operational period.

The standard operational period that the University uses is 12-hours long. Based on the specific needs of the emergency response, the actual operational period may vary. The operational period will be noted in the IAP. The Incident Commander (or designee) will determine the operational period length.

The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents involving a partial or full activation of the ICS organization should have written IAPs. Emergencies with multiple operational periods should also have written IAPs to ensure continuity of operations and a seamless transition of command. The decision to have a written IAP will be made by the Incident Commander. The essential elements in any written or oral IAP are:

- **Statement of Objectives:** A list or outline of objectives that are appropriate to the overall incident
- **Organization:** A description of what parts of the ICS organization will be in place for each operational period
- **Assignments to Accomplish the Objectives:** A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used
- **Supporting Material:** A list or guide to additional documents (i.e., incident map, communications plan, medical plan, traffic plan, etc.)

In general, the Planning Section Chief is responsible for the development of IAPs. Unless otherwise warranted, the Planning Section will use FEMA ICS forms to develop the plan.[6] SEM will maintain the records of any IAPs.

The IAP must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.

3.4. Support Components

3.4.1. Emergency Support Functions

The University relies on Emergency Support Functions (ESFs) to carry out emergency operations. Most functions are staffed by the University, however, certain functions such as firefighting rely on outside agencies to act as the primary responding agency.

Not all ESFs are always activated during an incident. ESFs may or may not be activated or deactivated based on the nature of the emergency and changing response needs. Each ESF has a primary, secondary, and tertiary representative. SEM maintains the list of these personnel.

The University uses the following ESFs:

Emergency Support Function	Corresponding UT Department or Local Agency	Responsibilities
ESF #1: Transportation systems and resources;	UT Parking and Transportation Services (PTS)	• Serve as lead to the Parking and Transportation Unit at the EOC during an emergency • Coordinate with CapMetro to cease transportation services as appropriate during an impending storm or hazard • Collect, analyze, and distribute information on the status of the transportation infrastructure (e.g. parking garages and lots) • Manage transportation services to support emergency operations • Preposition equipment and resources (e.g. signage) to support emergency operations

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[6] FEMA ICS Forms can be found at the following address: https://training.fema.gov/icsresource/icsforms.aspx

		• Participate in debris management on university roadways • Evaluate transportation needs and restore transportation services
ESF #2 **Communications;**	**UT Information Technology Services (ITS)**	• Serve as the lead for the Information Technology (IT)/Communications Unit during EOC activation • Support communication systems in the EOC during an emergency • Ensure interoperability of telecommunications and maintain backup emergency communications • Provide for protection of vital electronic records • Provide technical assistance in data retrieval and restoration • Assess the communications infrastructure. Troubleshoot, maintain, and support University communication systems
ESF #3 **Public works and engineering; Critical Infrastructure and key resource restoration**	**UT Facilities Services (FS)**	• Coordinate with stakeholders for debris removal and/or disposal in an orderly and timely fashion • Perform University building maintenance and landscape damage assessments and repairs following a disaster • Perform emergency repairs (e.g. water collection systems, damaged infrastructure) • Address landscape management campus safety issues, including tree clearances and potentially hazardous hardscape • Lead coordination with university departments for preliminary damage assessment operations to address critical infrastructure • The UT Continuity of Operations Plan (COOP) outlines the University 's essential functions for priority restoration operations
ESF #4 **Firefighting/fire protection;**	**Austin Fire Department**	• Coordinate with UTPD and FPS for access to campus facilities • Prioritize incidents and coordinate with supporting agencies and organizations during an emergency • Provide emergency medical service staff along with Austin/Travis County EMS
ESF #5 **Information collection, analysis, and dissemination;**	**Office of Security & Emergency Management (SEM)**	• Staff the Planning Section at the EOC during an emergency • Coordinate with stakeholders to develop a common operating picture • Monitor conditions and collect information relative to the emergency event • Analyze and share information with appropriate stakeholders
ESF #6 **Mass care and sheltering;**	**UT University Housing and Dining (UHD)**	• Lead the Housing Section at the EOC during an emergency • Coordinate with University departments for food and water to support sheltering operations • Address the sheltering and mass care needs of student residents • Provide frequent reports to the EOC
ESF #7 **Resource management and logistics;**	**Office of Security & Emergency Management (SEM)/Procurement Office**	• Support and coordinate the resource management system before, during, and following an emergency event
ESF #8 **Public health and medical services;**	**UT University Health Services (UHS) and UT Health Austin (UTHA)**	• Liaise with Austin Public Health • Coordinate with UT health personnel and resources • Monitor and address public health issues and concerns • Disseminate health information to the University community
ESF #9 **Search and rescue;**	**Austin Fire Department**	• Lead for urban search and rescue efforts • Coordinate with UT Incident Commander, UT Police Department, and other supporting agencies and organizations • Conduct physical search and rescue operations in damaged/collapsed structures and transportation accidents to locate and extricate victims • Administer immediate medical attention for life-threatening injuries along with ATCEMS • Carry out reconnaissance duties to assess damage and determine needs • Coordinate with UT the identification of missing persons • Perform specialized operations such as confined space rescues • Alert stakeholders (i.e. UTPD and Austin Police, Medical Examiner, and UT) of deceased victims
ESF #10 **Hazardous materials;**	**UT Environmental Health & Safety (EHS)**	• Coordinate with City of Austin Fire HazMat team(s) and other agencies and organizations during an emergency response

Emergency Operations Plan

		• Inform and educate the University community on hazardous material safety during an emergency • Support collection and compilation of damage assessment • Address environmental issues within debris management and damage assessment operations • Assist with evaluating structures for habitability
ESF #11 **Agriculture and natural resources;**	**UT Environmental Health & Safety (EHS)**	• Staff position at the EOC during an emergency • Coordinates with other University units such as Facilities Services and regulatory agencies to protect, conserve, and manage landscape and natural resources • Food Safety and Security • Enforce environmental laws, regulations, policies, and procedures
ESF #12 **Energy and utilities services;**	**UT Utility and Energy Management (UEM)**	• Coordinate with public works for utilities recovery and restoration • Ensure generator maintenance and fuel services for backup power is maintained
ESF #13 **Public Safety and Security; Law Enforcement**	**UT Police Department (UTPD)**	• Serve as lead for the Law Enforcement Unit at the EOC during an emergency • Coordinate with University departments and external partners such as Austin Fire Department to address fire suppression, hazardous materials, security, traffic activities, evacuations, and re-entry, etc. • Prioritize incidents • Coordinate and provide staffing of police officers • Assist in damage assessment operations • Provide disaster communications support • Communicating with Austin Police and other local law enforcement agencies • Executing mutual aid agreements for augmenting law enforcement operations
ESF #14 **Private sector coordination;**	**UT University Development Office (Office of Corporate Relations)**	• Communicate University needs with vendors and the business community • Coordinate with the Logistics Section to transport resources
ESF #15 **(External Affairs) Emergency public information;**	**UT Police Department (UTPD) & Office of Security & Emergency Management (SEM)**	• Communicate emergency instructions to the University community utilizing the various communications systems and social media outlets (See UT Crisis Communications Plan for additional information) • Disseminate emergency alerts and instructions before and after an emergency event • Collect and disseminate emergency public information • Capture actions taken by internal and external stakeholders • Maintain a credible, effective working relationship with the media, ensuring they have access to information • Organize press conferences • Provide a representative to the Joint Information Center, if necessary
Other Areas of Responsibility/Support Functions		
SF #16 **Administration and finance;**	**UT Accounting and Financial Management**	• Provides support for the Finance and Administration Section at the EOC during an emergency • Assist with applications for federal reimbursement and cost recovery • Develops and shares guidance for finance and budget personnel during an emergency
SF #17 **Alert and notification;**	**Office of Security & Emergency Management (SEM)**	• Implement EOP • Notification to other key decision makers and University resources • Coordinate and liaise with key University College, Schools, and Units during initial response period • Prepare EOC for activation
SF #18 **Damage assessment;**	**UT Facilities Services (FS)**	• Lead joint damage assessment teams and coordinate with University College, Schools, and Units • Report operational information and observed damage to EOC • Identify any unmet needs that may require immediate attention • Determine magnitude and severity of damage to structures and infrastructure • Identify the areas and populations most in need
SF #19 **Debris management;**	**UT Facilities Services (FS)**	• Provides support to the Logistics Section • Employ emergency debris clearance

Emergency Operations Plan

		• Lead damage assessment teams • Coordinate with stakeholders for the debris removal and/or disposal process
SF #20 **Detection and** **monitoring;**	**UT Police Department (UTPD)**	• Staff Operations Section Chief position and Law Enforcement Unit. May also serve as part of Unified Command if criminal related • Prioritize current incidents • Collect and share data through field operations and via information systems
SF #21 **Donation** **management;**	**UT University Development Office (Office of Corporate Relations) & Office of Security & Emergency Management (SEM)**	• Coordinate with other departments on sharing information with the University community on the donation process • Coordinate with University departments regarding monetary donations
SF #22 **Evacuation and** **shelter-in-place;**	**UT Police Department (UTPD)**	• Recommends response action (e.g. evacuation, shelter-in-place, or lockdown) • Coordinate with University departments and first responders to evacuate building(s) • Coordinate with University Housing and Dining to address the sheltering and mass care needs of student residents if necessary • Provides traffic support for evacuation
SF #23 **Fatality** **management and** **mortuary services;**	**Travis County Medical Examiner's Office**	• Serve as lead tasked with the identification and disposition of human remains in a mass fatality incident • Coordinate the identification and disposition of the deceased, which may include requesting Disaster Mortuary Assistance Teams in the event of mass casualties • Coordinate with University officials (i.e., UTPD and Office of the Dean of Students)
SF #24 **Food, water, and** **commodities** **distribution;**	**UT University Housing and Dining (UHD)**	• Determine anticipated food and water needs and begin the process of obtaining items • Provide immediate food and water needs of those sheltering at UT • Coordinate with vendors and Finance and Administration section for the acquisition of food and water • Ensure the distribution of food and water to those sheltering at UT through fixed and mobile feeding sites • Coordinate with Logistics section for transportation resources to move food and water • Collaborate with SEM to coordinate with university departments and external stakeholders (e.g. City of Austin Homeland Security and Emergency Management) for commodities (e.g. N-95 masks) collection and/or distribution
SF #25 **Mutual aid;**	**Office of Security & Emergency Management (SEM)**	• Coordinate with University departments to identify the resources to be accessed • Provide reasonable assurance that those resources will be made available when required • Coordinate with Finance and Administration Section to provide terms for compensation for the use of those resources
SF #26 **Volunteer** **management**	**Office of Security & Emergency Management (SEM)**	• Arrange just-in-time training to support response and recovery operations • Organize, deploy, and demobilize volunteers
SF #27 **Warning.**	**UT Police Department (UTPD)**	• Handles emergency calls from telephones and emergency call boxes • Issues initial UT Austin Alert to University community • Monitor fire and burglar alarms • Staff Operations Section Chief position and Law Enforcement Unit. May also serve as part of Unified Command if criminal related • Prioritize current incidents • Collect and share data through field operations and via appropriate information systems
SF #28 Critical **Infrastructure and** **key resource** **restoration**	**Information Technology Systems (ITS)**	• Ensure identified critical infrastructure is maintained during emergency • Coordinate continuity and restoration activities for critical infrastructure
SF #29 Direction, **Control, and** **coordination**	**Office of Security & Emergency Management (SEM)**	• Coordinate efforts of the University incident management structure with other departments • Serve as Planning Section Chief in the EOC during an emergency

In addition to the functions in the above table, a number of working groups made up of personnel from multiple campus departments support the University 's emergency response operations. These groups are listed below, as well as a summary of their membership and function.

- **Executive Emergency Team (EET):** The EET consists of executive-level positions from across campus and serves as the definitive decision-making body for crisis issues on campus. The EET convenes to address and provide guidance to a variety of emergency incidents.

- **Critical Incident Response Team (CIRT):** The purpose of the CIRT is to provide services to the students of our University in times of individual or community-wide crisis or trauma. Members of CIRT meet as needed to review critical incidents and to implement coordinated response protocols to a specific crisis or emergency. The CIRT is made up of leaders from the Vice President for Student Affairs office, the Dean of Students' Office, as well as other important student services and safety organizations. Depending on the nature of the situation, either the entire group will meet or select members of the team will convene to identify an appropriate response.

- **Behavioral Risk Assessment Committee (BRAC):** The BRAC reviews situations involving staff, faculty, and also individuals unaffiliated with the University, whose behavior may pose an adverse impact to the University community. The BRAC is a multidisciplinary group with members from People and Talent, Legal Affairs, the Office of the Executive Vice President and Provost, and UTPD. The BRAC reviews, investigates, and assesses reports of troubling behaviors and situations involving employees and unaffiliated individuals.

- **Behavioral Assessment Team (BAT):** The BAT is a group of individuals representing central administration, academic affairs, UTPD, and student affairs who serve as a strategy development resource team for the University community to address situations involving students who are exhibiting some sort of aberrant or menacing behavior. In these situations, the student is not necessarily violating an institutional rule, breaking a law, or exhibiting any sort of threatening behavior toward self, others, or property. However, the behavior could be considered by the reasonable person to be abnormal, anti-social, problematic, menacing, and/or aberrant. In most cases, the student exhibits behavior that rises to the level of a mental health concern.

- **Vice Presidents Council:** The Vice Presidents Council is a standing committee of the University chaired by the President. The President consults the Vice Presidents Council about issues of campus safety and security as appropriate. The council is made up of the Vice Presidents as well as other University executives.

- **Campus Safety & Security Committee (CSAS):** The mission of CSAS Committee is to provide strategy and guidelines for campus-wide security initiatives that affect the University community. The CSAS Committee is made up of a cross section of University constituents, from a multitude of interest areas, with the goal of creating consensus on issues impacting campus safety.

- **Internal and External Support Teams:** Provide resources on an as needed basis depending on the availability of university resources.

3.5.   Resource Coordination

3.5.1. University Resources

During emergency operations, department heads will retain administrative and policy control over their employees, supplies, and equipment. The Incident Commander/Unified Command may request, mobilize, and direct the resources of other departments to carry out response operations. The Incident Commander/Unified Commander will also direct the demobilization or recall of requested University resources.

All resource requests must be coordinated through the UT EOC Logistics Section and, if approved by the Incident Commander/Unified Command, procured with the assistance of the Finance and Administration Section.

3.5.2. Outside Assistance

If resource needs exceed the capacity of the University, the University may request assistance from the University of Texas System, the City of Austin, Travis County, organized volunteer groups, or the State of Texas via a STAR (State of Texas Assistance Request) 213.

All external assistance furnished to the University is intended to supplement University resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. The University must request assistance from the City of Austin and Travis County before requesting state assistance.

- **State and Local Assistance**

Requests for assistance from the City of Austin or Travis County should be made to the Austin/Travis County Joint EOC/ Area Command.

Requests for state assistance should also be made to the Austin/Travis County Joint EOC/Area Command.

- o   A request for state assistance must be made from the EOC, signed by the Incident Commander, and may be made by telephone, fax, e-mail, or within a centrally used system (WebEOC)
- o   The City of Austin Office of Homeland Security & Emergency Management (HSEM) Director will forward requests for assistance that cannot be satisfied by resources within the area to the Travis County Office of Emergency Management.
- o   Should requests for resources be unmet by Travis County, the EOC and emergency management officials will forward this request to the State Operations Center (SOC) for action.

- **Federal Assistance**

Federal assistance may also be available. Federal assistance can only be requested if the need exceeds the local and state capacity.

- **External Resource Management**

If required, the Incident Commander/Unified Command will designate a resource manager either in the Incident Command Post or the EOC. The resource manager is responsible for the tracking and accounting for external resource requests. As required, the resource manager will designate areas for storage and staging of external resources, supplies, donated goods, and facilities.

4. Communications

Rapid and timely communication of information to the University public during emergencies is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

This section contains a summary of the communication methods that the University uses in the event of an emergency. More detailed information about communications is contained in the Crisis Communications Plan maintained by the SEM.

4.1.   Emergency Alert/Notifications

The University maintains several communication tools to notify the University community of an emergency. The actual communication methods may vary depending upon the nature of the incident although all of the following tools are available.

- **Text Message Mass Notification System:** This communication platform is used both for mass notification and to notify response personnel. Emergency notifications and instructions are sent via text messages, pagers, phone lines and e-mails. Notifications can also be sent to computer desktops and flat panel monitors. Notifications can be sent to all members of the University community or to select groups to activate specific portions of the emergency response plan.

- **Outdoor Warning System/Sirens:** Outdoor speakers are located in several places on the University campus in order to alert people on campus of an emergency that necessitates they take shelter inside. A siren and a voice message will sound to issue instructions to take shelter in the nearest building.

- **University Emergency Information Line:** 512-232-9999. This phone number goes straight to a recording that provides information about the emergency.

- **University Group E-mail:** Mass e-mails will be used to provide the University community with information regarding potential threats to the safety and security of the campus community. E-mails will also be used to notify students, faculty, and staff of emergency situations and keep them updated on the situation. The University employs the following types of e-mails:

  o **Informational:** Any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions); University employees and students may unsubscribe from receiving informational messages via the University group e-mail system

  o **Operational:** Communication that requires some action on the recipient's part or a required notification by the University (i.e., a message about benefits eligible information)

  o **Official:** A non-urgent communication from an executive officer (i.e., a message from the University President)

  o **Urgent:** An urgent announcement from an executive officer regarding an imminent event, such as the University closing

- **Fire Panel System/Emergency Communications System (ECS) Interface:** Buildings equipped with addressable fire panel systems incorporate an Emergency Communications Systems Interface designed to provide "real time" instructions and/or information, either remotely or locally. This system can be used in emergencies to make announcements to the entire building regarding evacuation, sheltering, or lockdown procedures.

- **Flat Panel Monitors:** Residence halls and several of our public gathering places have flat-panel televisions where emergency announcements may be posted. These screens are owned by the departments that provide them and are dispersed throughout campus.

- **Emergency Web Page:** Up-to-date information regarding the status of the University is always available on the University 's emergency web page (http://emergency.utexas.edu/). During and following emergency situations, essential information is on this page including information about university closure and any ongoing hazards. This page also provides links to department-specific information during an emergency (e.g., entertainment venue and program changes, class schedules and emergency operations procedures and schedule changes for UT-shuttle buses). In the event of an emergency or campus crisis, it is the responsibility of each department to update the emergency web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

- **Public Safety Patrol Car Announcements:** UTPD patrol cars are equipped with PA systems, which officers can use to provide instructions to pedestrians during emergencies.

- **Local Media:** University Communications sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the University depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.
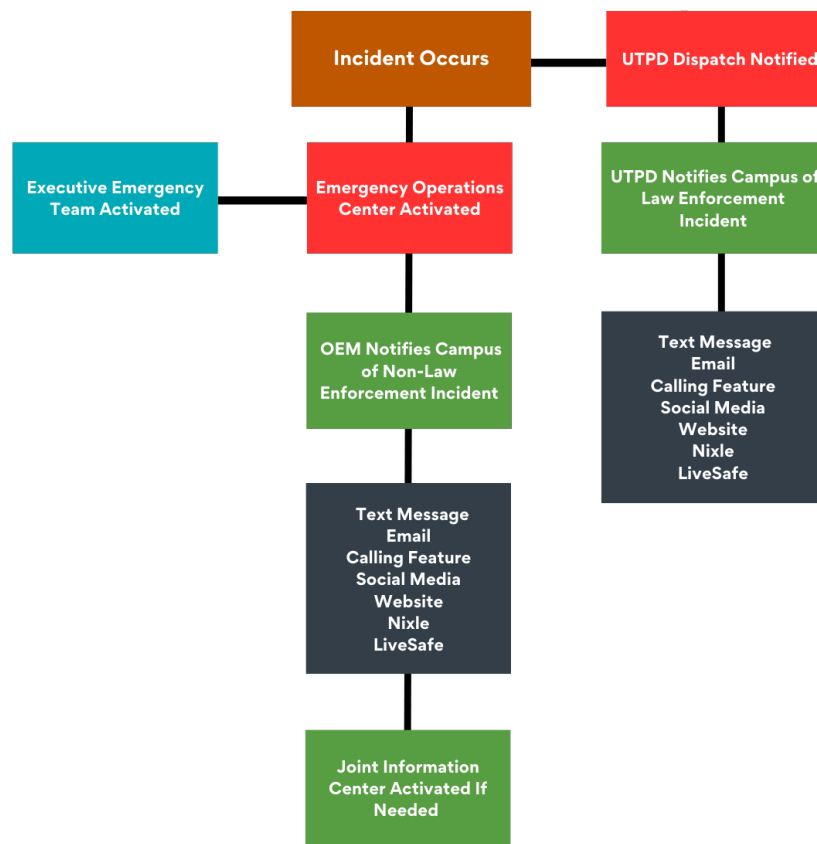
4.1.1. Emergency Alert/Notification Matrix

The appropriate communications methods will vary based on the nature of the emergency. The matrix below gives guidelines for the use of certain communications methods for four distinct categories of incidents:

Emergency Notification

Notification, upon confirmation, of any significant emergency or dangerous situation occurring on the campus involving an immediate and credible threat to the health or safety of students or employees. **Why:** Triggered by an event that is currently occurring on or immediately threatening campus. **When:** Issue an emergency notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or threatening the campus. **Scope:** Wide focus on any significant emergency or dangerous situation (may include Clery Act crimes). i.e.; Weather emergency, ice/snow emergency, building fire, hazmat release, health emergency (pandemic), utility disruption of 10+ buildings, active shooter, hostage incident, bomb threat, civil disturbance or riot.

			Who Activates	Frequency
	1	**Rapid Notification** - HDD Text Message to Chain of Command	UT Police – On Duty Supervisor	Once (Within 5 minutes of incident receipt)
	2	**Emergency Notification** - Campus Wide UT Austin Text Alert	UT Police - 911 Communications	Once (Immediately upon incident confirmati
		*Campus-Wide Text Alert also captures the following:		
		UTPD Social Media		
		Recreational Sports Display Screens		
		UT Emergency Website (emergency.utexas.edu)		
	2a.	*if necessary, Outdoor Warning Siren/Indoor Mass No	UT Police - 911 Communications	Start, conclusion and every 15 minutes
	2b.	**Emergency Information Line – 512-232-9999**	Emergency Management/UTPD PIC	Start, conclusion and every 15 minutes
	3	**Campus Wide E-Mail Message / LiveSafe Visitor Push**	UT Police - PIO	Start, conclusion and every 15 minutes
	4	**Significant Incident Notification** - E-Mail Message	UT Police - Chain of Command	Once (As pertinent information is available)

Timely Warning (Incident Notification)

Notification of any Clery Act crime committed on the University's Clery Act geography that is reported to the police and considered to represent an ongoing threat to students and employees. **Why:** Triggered by crimes that have already occurred but represent an ongoing threat. **When:** Issue a warning as soon as the pertinent information is available. **Scope:** Narrow focus on Clery Act crimes. i.e.; Criminal homicide, manslaughter, sexual offenses (rape/fondling/statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, theft, simple assault, intimidation, vandalism, domestic violence, dating violence, stalking or hate crimes.

			Who Activates	Frequency
	1	**Rapid Notification** - HDD Text Message to Chain of Command	UT Police – On Duty Supervisor	Once (Within 5 minutes of incident receipt)
	2	**Timely Warning** - Campus Wide E-Mail Message /	UT Police - PIO	Once (As pertinent information is available)
		UTPD Social Media / UTPD Website	UT Police - PIO	Once (As pertinent information is available)
	3	**Significant Incident Notification** - E-Mail Message	UT Police - Chain of Command	Once (As pertinent information is available)

Significant Incident Notification

Notification to police and campus officials of serious offenses, major incidents, or situations which require increased awareness, to facilitate investigation and enhance support for university services to the community. **Why:** Triggered by a serious offense, major incident or incidents which have the potential to be the focus of media attention. To make information directly available to police and campus officials, thereby improving communications and coordination. **When:** Issue a significant incident notification upon incident confirmation. **Scope:** Wide focus on offenses and incidents. i.e.; assaults, property crimes, see ODOP Policy #728 – Timely Notification Guidelines for additional significant incident notification guidelines.

			Who Activates	Frequency
	1	**Significant Incident Notification** - E-Mail Message	UT Police - Chain of Command	Once (As pertinent information is available)

Area of Interest Notification (Incident Notification)

Notification to students and employees of serious crimes and significant incidents which have already occurred and which will enhance community awareness to aid in the prevention of similar crimes or incidents. **Why:** Triggered by incidents within District 7 which are being responded to by emergency authorities and represent a safety concern to campus community members. **When:** Issue an area of interest notification as soon as pertinent information is available. **Scope:** Wide focus on significant incidents. i.e.; Criminal homicide, manslaughter, sexual offenses (rape/fondling/statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, theft, simple assault, intimidation, vandalism, domestic violence, dating violence, stalking or hate crimes.

			Who Activates	Frequency
	1	**Rapid Notification** - HDD Text Message to Chain of Command	UT Police – On Duty Supervisor	Once (within 5 minutes of incident receipt)
	2	**Area of Interest Notification** - Campus Wide E-Mail Messag	UT Police - PIO	Once (As pertinent information is available)
		UTPD Social Media / UTPD Website / LiveSafe Notification	UT Police - PIO	Once (As pertinent information is available)
	3	**Significant Incident Notification** - E-Mail Message	UT Police - Chain of Command	Once (As pertinent information is available)

4.2.   Communication Plan for Critical Incidents that are channeled through UTPD

The chart below depicts the flow of alert notifications and communications during an emergency on university property. It does not reflect decision-making activities, but instead the communication responsibilities of the people or departments depicted.

Emergency Operations Plan
COMMUNICATION WORKFLOW

	Incident Occurs		UTPD Dispatch Notified
Executive Emergency Team Activated	Emergency Operations Center Activated		UTPD Notifies Campus of Law Enforcement Incident
	OEM Notifies Campus of Non-Law Enforcement Incident		Text Message Email Calling Feature Social Media Website Nixle LiveSafe
	Text Message Email Calling Feature Social Media Website Nixle LiveSafe		
	Joint Information Center Activated If Needed		

Content in the navy boxes outline the different methods of communication that can be utilized in case of emergency. Any combination of these modalities can be utilized.

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4.3. Incident Communications

4.3.1. Greater Austin/Travis County Regional Radio System (GATRRS)

The University uses the Greater Austin/Travis County Regional Radio System (GATRRS) for radio communications. The purpose of this system is to improve the ability of public safety and public service agencies to communicate and cooperate with each other, allowing for direct access when responding together. GATRRS is a partnership agreement between the City of Austin, Travis County, Austin Independent School District, and the University of Texas at Austin. This system is interoperable, meaning that all participating organizations can communicate with one another using this system.

4.3.2. FirstNet

The University is a subscriber of AT&T's FirstNet system, which is an interoperable communications network specifically for public safety agencies. This service helps ensure that all first responders and critical University safety personnel will be able to communicate during an emergency.

5. Administration, Finance, and Logistics

5.1. Agreements and Contracts

Should University resources prove to be inadequate during an emergency; requests will be made for assistance from The University of Texas System, local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible.
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents

5.2. Record Keeping for Emergency Operations

Each department that participates in an emergency response is responsible for maintaining any records generated during that response pursuant to the University Record Retention Schedule. SEM maintains general records that are not specific to any other department, such as IAPs.

5.3. Activity Logs

The ICP, EET, EOC will maintain accurate logs recording key response activities, including:
- Activation or deactivation of emergency facilities
- Emergency notifications to local, state, and federal entities
- Significant changes in the emergency
- 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

5.4. Emergency Costs

Departments will keep track of any incident costs, including the use of personnel, equipment, and supplies during an emergency response.

Prior to an Emergency

When emergency costs are capable of being forecast prior to an emergency, EET, SEM and ESFs will follow the University's regular procedures for procurement, delivery of assistance costs and resource needs.

During an Emergency

The EOC will coordinate and account for expenditures made during the emergency. Accounting and Financial Management is responsible for the Administration and Finance Section of the EOC. The Administration and Finance Section is ultimately responsible for accounting of these expenditures and aggregating the overall costs incurred during an emergency that requires a substantial University response effort. This financial information should include expenditures made by entities (internal and/or external) in addition to the EOC, and will be made available to support reimbursement efforts, insurance claims, and inform future emergency budgeting. Emergency finance procedures will follow the SEM SOP *SEM-EMP-G-04 Emergency Finance*.

5.5. Public Protection

Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the University's Legal Affairs.

6. Plan Development and Maintenance

6.1. Plan Development

SEM is responsible for the overall development and completion of the EOP, including any supporting annexes or operational plans.

6.2. Plan Distribution

SEM shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes will be distributed to those individuals, departments, and organizations tasked in this document. Distribution may take the form of electronic or physical copies. Copies will also be set aside for the University EOC, The University of Texas System, and other emergency facilities, as appropriate.

6.3. Plan Maintenance

This plan and its annexes will be reviewed annually and updated and revised as appropriate and in accordance with the SEM Standard Operating Procedure (SOP) *SEM-EMP-G-02, Maintenance and Revisions.*

Interim revisions may be made when one of the following occurs:

- A change in university site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan
- A material changes in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes were deemed significant.

Plan changes, updates, and revisions are the responsibility of SEM. The Office will ensure that any plan changes are distributed accordingly.

APPENDICIES

Appendix 1.   Campus Protective Actions and Procedures

1.1.   Protective Actions Notice

It is the responsibility of the Incident Commander/Unified Command or the person(s) or group(s) responsible for making protective action decisions to provide the information to be included in any protective actions or public warning statement. Note, Protective Actions Notices do not take the place of any emergency notifications as required by the Clery Act. Information elements include the following:

- The nature of the problem
- Defined area for notification
- Recommended protective actions (i.e., evacuate or shelter-in-place)
- Recommended evacuation routes
- Recommended shelter in place actions
- Any information for special needs or "at-risk" population groups

Sources of Information

The decision to take protective actions should, if possible, be based on scientific data. This data may include, but is not limited to, one or more of the following sources:

- Measured Data
- Calculated Data
- Predicted Data

In some instances, due to an urgent threat to public safety, it may not be possible to objectively gather and analyze incident information prior to ordering protective actions. In this case, Command must depend on judgment in ordering and determining the scope of the protective actions.

Protective Action Procedures

When ordering protective actions, the following sequence shall be considered:

- Confirm that protective actions are needed
- Confirm that there is a hazard:
  - When possible, base the decision on scientific data, such as downwind chemical plume readings, projected stream rise, or published technical guidelines
  - If protective actions are to be needed, IMMEDIATELY notify all involved staff. Activate the EOC if necessary. These notifications should be done as early as possible due to the lag time groups reporting to the site and/or EOC.
  - Form the evacuation group or branch
  - Notify regional partners if an evacuation is ordered
- Develop the Protective Actions Notice:
  - The Protective Actions Notice can take the form below in 1.1.1, a text message, or any other form as determined by the Incident Commander/Unified Command
  - Define the area where people should shelter-in-place or evacuate

- Define the protective actions that will be provided using common terminology. Use commonly known street names and other landmarks to define the area. Do not define boundaries for the public in terms of a radius, (e.g., do not define the area as a half-mile radius around a particular point).
- Determine all other needed components for the evacuation notice such as:
  - Shelter or staging area locations
  - Transportation arrangements
  - Traffic control points
  - Special instructions and/or warning information for university schools/childcare facilities, medical facilities, and neighboring businesses
  - Confirm that all needed agencies have been notified
  - Determine how the protective actions will be announced
  - Have Command approve the Protective Actions Notice
  - Disseminate the evacuation notice to the media and all other agencies that may receive calls regarding the evacuation
  - Implement other warning systems such as door-to-door notification

1.1.1. Sample Protective Actions Notice

Evacuation/ Protective Actions Notice

Date: _____

Time: _____

SEM advises the public to immediately:

1. **Evacuate**

2. **Shelter in Place**

In an area of (See Map) due to a (type of incident) located at (location).

The following affected area(s) include:

Zone One:

Zone Two:

Zone Three:

Zone Four:

Zone Five:

Due to the nature of this situation, you must act (immediately, or within the advised timeframe).

_____

(Evacuation Issues, Check All Applicable)

1. Persons in the evacuation area should use their own transportation to immediately leave the area and seek shelter with friends or family.

2. Persons needing shelter may report to (shelter or staging area name and address)

   _____

3. Capital Metro Buses will be available to pick up anyone who needs transportation to the shelter.

4. You may need to stay out of the area for as long as (timeframe, if known).

5. If you need special items such as eyeglasses, prescription drugs, special medical equipment, or diapers, take them with you. Do NOT re-enter the evacuation area or delay your evacuation to get these items.

6. Occupants who require some form of assistance to safely evacuate will be identified during pre-incident planning, evacuation escorts should be assigned to assist occupants who require evacuation assistance during an emergency. Escorts should be assigned by their Building Manager. The Floor Manager may serve as an escort if this will not detract from other evacuation responsibilities.

(Shelter-In-Place Issues, Check if Applicable)

1. Persons who are in the identified affected areas should stay inside, close all windows and doors, and shut off all ventilation such as air conditioners and heat if possible.

(Additional Instructions)

_____

_____

Persons in areas surrounding the evacuation zone should monitor the media for details and updates.

DO NOT CALL 9-1-1 OR 512-471-4441 (Option #9) UNLESS YOU HAVE AN EMERGENCY THAT REQUIRES POLICE, FIRE, OR EMS RESPONSE. MONITOR THE RADIO AND TELEVISION FOR UPDATES.

Evacuation Area Map or Sketch:

1.2.   Restricted Access

A natural or human-caused incident may affect all or part of the University campus requiring physical barriers to be placed at key campus entry points to restrict vehicular traffic.

The University has predetermined locations on roadways where large vehicles identified by vehicle number, vehicle type, and vehicle driver, will be dispatched to supplement or augment law enforcement efforts. When activated, Facilities Services will dispatch vehicles to block roadways with University service vehicles.

- Large University vehicles shall be placed in designated areas to provide a physical barrier to routine pedestrian vehicular traffic.

- University vehicle barriers may be supplemented or replaced by staffed law enforcement units. External agency law enforcement may provide mutual aid to provide perimeter control. Other physical barriers such as concrete or water filled Jersey Barriers may be deployed as required.

- Clearly defined physical barriers, such as barricades, fences, and signs shall be used to define the boundary of a Restricted Area.

- Barriers shall direct the flow of personnel and vehicles through designated entry control portals.

- Barriers and entry control portals, supplemented by other systems such as patrols or surveillance, shall be used to deter and detect introduction of prohibited articles or removal of safeguards and security interests.

- Barriers shall be used to deter and/or prevent penetration by motorized vehicles where vehicular access could significantly enhance the likelihood of a successful malevolent act.

- Barriers shall be capable of controlling, impeding, or denying access to a Restricted Area.

  o Access control requirements may be layered as appropriate for the situation. At succeeding boundaries, access controls may be increased to preclude pedestrian entry or exit to or from a Restricted Area.

  o A personnel identification system (e.g. University Identification/security badge system) shall be used to control access into Restricted Areas.

  o Automated access control systems may be used as approved by the University authority for safeguards and security.

  o Means shall be provided to deter and detect unauthorized intrusion into Restricted Areas. Means include use of intrusion detection sensors and alarm systems, random patrols, and/or visual observation.

- Circumstances may require that entrance/exit inspection be made by security personnel or with detection equipment designed to detect prohibited articles. UTPD will designate security personnel. Inspections of personnel, hand-carried items, and/or vehicles shall provide reasonable assurance that prohibited articles are not introduced and that safeguards and security interests are not removed from the area without authorization.

  o **Inspections.**
    Inspection procedures, requirements, and frequencies shall be developed based on a graduated approach and included in the appropriate security plan. Where random entry or exit inspections

are permissible, the inspection shall be conducted on a percentage basis, determined by the University authority for safeguards and security, using techniques that ensure randomness.

- o **Prohibited Articles.**
  The following articles are prohibited from Security Areas, unless approved by the University authority for safeguards and security:

  - Any dangerous weapon
  - Explosive
  - Other dangerous instrument or material likely to produce substantial injury or damage to persons or property

- o Signs reflecting information on: the inspection of vehicles, packages, or persons either entering or exiting; notification of video surveillance equipment; and trespassing, if applicable, shall be posted.

- o Visitor logs are required at Restricted Areas.

- A Property Protection Area is a Restricted Area established for the protection of University property. A Property Protection Area may be established to protect against damage, destruction, or theft of University-owned property. Measures taken shall be adequate to give reasonable assurance of protection and may include physical barriers, access control systems, protective personnel, intrusion detection systems, and locks and keys. Protective measures taken shall provide appropriate, graded protection.

  - o Access controls, where determined to be necessary by University authority, shall be implemented to protect departmental property and facilities.

  - o Signs prohibiting trespassing, where necessary, shall be posted.

  - o Vehicles and hand-carried items entering or leaving shall be subject to inspection to deter and detect unauthorized removal of University assets.

  - o Physical barriers, where determined to be necessary by local authority, shall be used to protect property and facilities.

  - o Personnel and Vehicle Access Control. Validation of the identity and access authorization of persons allowed access shall be administered by security personnel.

1.3.   Campus Evacuation

The following planning assumptions apply to campus evacuation procedures:

- Campus evacuation will either be planned with advanced notice of the emergency, or spontaneous with little or no advanced notice of the emergency.

- Campus evacuation with little or no notice of the emergency:

  - o The decision to initiate an evacuation will be determined by the University leadership based on a real-time assessment of a threat to the campus community.

  - o The campus will be alerted using emergency communication systems.

- Information will be provided to keep evacuees informed during the evacuation. Information will be provided as prescribed in the EOP, Section 4. "Communication."

    o Not all campus occupants may be able to evacuate campus by their vehicle.

    o Depending on conditions, residents and other students may not be able to remain in their quarters.

    o If an evacuation is ordered, the campus may be directed to evacuate immediately by foot or by mass transit, if available. Conditions may prohibit departure by privately owned vehicles. Campus members may be moved to temporary staging areas as determined in coordination with the City of Austin. As conditions improve, transit will be arranged for campus members to retrieve their privately-owned vehicles so they may depart to their residence.

- Activation of this plan will require consultation, and notification to the City of Austin, Travis County and the Capital Complex, Texas Department of Public Safety, and Capital Metro.

- The evacuation of large numbers of people from campus will stress the limited capabilities of roadways available for this purpose, potentially requiring substantial additional time to complete an evacuation. Consequently, an evacuation must be initiated as soon as feasible upon recognition of the threat to campus and must continue to function efficiently until completion.

- The University's EOC will coordinate with the Austin-Travis County EOC to facilitate evacuation and shelter activities, if necessary. Coordination will involve the exchange of information regarding decision-making, protective actions, and resource coordination and deployment.

- The capacity of available public evacuation shelter facilities in and adjacent to the impacted areas will be determined by SEM and University leadership.

- For certain hazard types, large, vulnerable populations and limited evacuation road networks may necessitate termination of evacuations prior to full completion and evacuees still at risk would need to be directed to a refuge-of-last-resort as quickly as possible.

- Any campus evacuation will require expedited coordination of all University departments to maintain an efficient and safe movement of traffic during an evacuation.

1.3.1. Planned or With-Notice Evacuation

Some incidents may necessitate the need for an evacuation of certain geographical or densely populated portions of the University campus, or of the University campus in its entirety. For the planned or with notice evacuation, the following actions will be initiated, as applicable:

- Campus leadership will be informed of an upcoming incident that could require campus evacuation.
- Campus leadership will determine the need to evacuate the campus.
- SEM will develop a campus wide announcement of the evacuation.
- All actions will be coordinated through the University's EOC.
- Those residing on campus and within proximity to campus will be directed to evacuate by a variety of options including mass transit, foot, bicycle, or their vehicles.
- Students residing off campus within a safe area will be directed to return to their residence by mass transit or their own vehicles.
- Staff and faculty will return to their residence by the conveyance that brought them to campus.

- The University community may be directed to evacuate by identified and mapped zones.
- Outbound traffic routes impacted by construction or other impediments will be cleared or made passable to the extent possible.
- Live traffic control at critical intersections will be implemented to the extent possible.
- The city/county will be notified so that they may inform the greater Austin community of the impending traffic congestion and areas to avoid.
- Redirection of one-way traffic lanes will be implemented as needed to improve traffic flow.
- Special needs population and those without transportation will be instructed to utilize available public transportation resources.

1.3.2. Unplanned or No-Notice Evacuation

Management of Evacuation Operations

- **Transportation**
  If the University has sufficient notification, every effort will be made to encourage evacuees to leave in their own vehicles, if it is safe to do so. In cases where it is not practical or where some may not have the means to leave in their own vehicles, Capital Metro buses will be used to transport evacuees to preplanned locations. All transportation requests should be routed through the EOC if it is activated.

  Capital Metro Specialized Transportations Services buses may be considered for persons in wheelchairs. Appropriate personnel should coordinate with University Communications when promoting the use of 9-1-1 to take calls from those who require special assistance.

- **Traffic Control**
  The University of will establish traffic control at all entrance/exit points. The University traffic plan for an evacuation zone will include the following elements:

  o Specific actions will be implemented to maintain a smooth flow of evacuation routes off campus or to host shelters.
  o Traffic control points will be established and staffed to the extent possible utilizing public safety and Parking and Transportation Services staff.
  o Barricade plans including location and staffing will be coordinated in cooperation with Facilities Services and public safety.
  o Direction will be provided for potential one-way, reverse lane, or contraflow operations.

  Special consideration will be given to personal protective equipment that may be needed by essential personnel at barricades and traffic control points. In appropriate situations, consideration should be given to the use of non-traditional public safety personnel to staff barricades. Garage and control access gate arms will be opened to expedite vehicular egress. This resource request should be coordinated through the EOC, when activated.

- **Security**
  Perimeter and zone security shall be a vital component of any protective action incident management plan. UTPD will establish a plan for perimeter security as required.

- **Evacuations Requiring Shelter Operations**
  The University will coordinate with the City of Austin HSEM to request and establish shelter operations.

- **Initial Actions**
  University EOC should immediately notify the City of Austin HSEM Duty Officer when a shelter may be needed. The City of Austin HSEM will coordinate shelter selection between the University and agencies supporting shelter efforts.

    o When a shelter is not immediately available, the use of a temporary staging area such as a school gymnasium or large shopping mall parking lot will be utilized. Climate conditions will be a factor in the determination of the selection of a staging area.

- **Re-Entry**
  University leadership makes decisions regarding reentry. Consideration should be given to the following factors before allowing re-entry of the public into an evacuation zone:

    o Restoration or availability of utility services, (e.g. restoration of gas service, including the re-ignition of pilot lights, can be time-consuming).
    o Public health and safety issues, (e.g. vermin, standing water, debris, dangerous animals, etc.)
    o Assessment of the structural integrity or potential contamination of structures inside an evacuation zone.

    Campus notification of the re-entry plan will be made through University Communications. Frequent updates on the status of the incident and re-entry shall be provided throughout the incident.

1.4.   Campus Shelter-in-Place

There may be some situations where it is not possible to safely evacuate persons, and it is safer to shelter them in-place. In general, these are situations where movement of the public would put them at greater risk than leaving them in their current location. The decision for determining protective actions (e.g. evacuation vs. shelter in place) rests with the University leadership.

1.4.1. Activation of Shelter-in-Place

Shelter-in-place is most used for severe weather emergencies, particularly tornado warnings. If a tornado warning is issued for campus, an automatic text message will be issued notifying the community to shelter-in-place immediately.

The following personnel are authorized to initiate an order to shelter-in-place:
- President, Executive Vice President and Provost, Senior Vice President and Chief Operating Officer (or designee)
- Chief of Police, UTPD, UTPD Assistant Chief of Police, including command staff and UTPD dispatch
- The Senior Director for SEM

1.4.2. Shelter-in-Place Procedures

The procedures below outline the process for a campus-wide shelter-in-place:

- SEM or UTPD Dispatch will send emergency notifications (if not sent automatically due to a tornado warning) and activate the outdoor warning siren.

- Upon receiving the notice to shelter-in-place, all persons outside should proceed to the nearest building and shelter in an interior space on the lowest floor, if safe and possible to do so, away from glass and windows. Persons should remain there until an "all clear" notification is sent.
- Once the threat to campus is clear, SEM or UTPD Dispatch or other emergency personnel will send a message notifying the campus that it is "all clear."

A notice to shelter-in-place may correspond with the activation of the EOC. In that case, the EOC will be activated virtually until the threat to campus passes.

1.5. Campus Lockdown

In certain circumstances, such as a violent attack occurring on the main campus, it may be necessary for the University to issue a campus-wide lockdown. In general, this may occur any time a threat to people or property is external to campus buildings that requires that persons remain inside for their safety.

Lockdown is similar to a shelter-in-place in that all persons should stay indoors, but different in that all doors should be locked.

1.5.1. Activation of Lockdown

A campus-wide lockdown will be initiated whenever a situation exists that requires all campus occupants to restrict access to their buildings for their safety. The following personnel are authorized to initiate a campus-wide lockdown:

- President (or their designee)
- Executive Vice President and Provost (or their designee)
- Senior Vice President and Chief Operating Officer (or their designee)
- Vice President for Legal Affairs (or their designee)
- UT Austin Chief of Police (or their designee)

1.5.2. Lockdown Procedures

The procedures below outline the process for a campus-wide lockdown:

- UTPD Dispatch or other emergency personnel will send out an emergency notification via the designated emergency notification system and approved social media platforms.
- The decision to lockdown a building or buildings depends on a number of evolving factors and will more than likely be situation dependent. These situations are fluid, quick to change, and based on information that may be incomplete or inaccurate. Locking down buildings also limits indoor areas which may be used for cover and concealment. For these reasons, lockdown must remain a judgement call.
- Once the threat to campus is clear, UTPD Dispatch or other emergency personnel will send a message notifying the campus that it is "All Clear."

A notice to lockdown may correspond with the activation of the EOC. In that case, the EOC will be activated virtually until the threat to campus passes. For more information see the EOC Guidebook.

1.5.3. Lockdown Procedures for Buildings with Electronic Access Controls

Some campus buildings are equipped with electronic access controls. These controls can be remotely activated to restrict access to a building during lockdown. The process for restricting access to a building with electronic access controls follows:

- An authorized person must inform EPSS administration to restrict access to a building or buildings. A log must be maintained and include timestamps of all names, actions and a brief description of all communications and actions taken by all parties involved.
- EPSS administrators shall ask authorized personnel if they want the card reader to continue to function for authorized entry or restrict perimeter access only.

1.6. Decision Process for a Delayed Opening or Closure of Campus during a Weather Event

The safety of students, faculty, and staff is the University 's top priority. Any decision that disrupts the normal operations of the campus seriously impacts the teaching and research mission of the University. Because of this, a process has been developed that aims to minimize the negative impacts, while ensuring the highest safety possible of the UT community.

1.6.1. Decision Authority

The President of the University makes all final decisions, based on recommendations from the University representatives participating in the weather closure conference calls.

1.6.2. Decision Timeline

In the event that the University has compelling information the night before an anticipated weather event, the deciding authority will do its best to communicate a decision by approximately 10:00pm CTS.

When a decision is not capable of being made the night before, the decision will be made by 5:00am CST for an all-day closure or morning delay. This will give notice to most University faculty, staff and students prior to reporting to work or class for a typical day. The shuttle service starts at 6:30am CST, and the 5:00am CST decision will stop the service from bringing passengers to campus. To notify all employees in a timely manner, it is best to make the decision as soon as possible.

When a decision needs to be made for an afternoon closure due to incoming weather impacting evening crews coming to campus and normal operation staff's commute away from campus, the decision will be made by 11:00am CST for a 2:00pm CST or later closure. Note: Campus event venues (i.e., the Moody Center, Texas Performing Arts, etc.) and clinical areas will close at their own discretion and do not necessarily adhere to University closures.

1.6.3. Decision Elements to Consider

The University should consider the following questions when deciding whether to close:

- Has AISD closed or delayed?
- Is there a request from city, county or state authorities asking to restrict or curtail traffic or movement?
- Has the city or state issued a closure message for their offices?
- Is Capital Metro operating?

1.6.4. Decision Process

Based on weather monitoring, a decision will be made for the "Big 5" to convene on a conference call for analysis and determination of activities regarding closure, delay, or normal opening operations. The "Big 5" consists of the City of Austin, Travis County, Austin Independent School District (AISD), Austin Community College (ACC), and The University of Texas at Austin (UT) representatives. The Senior Vice President/COO serves as the Big 5 representative on the decision-making conference call supported by the AVP for Campus Operations, the Senior Director of Security & Emergency Management, and the University 's Incident Meteorologist.

Each institution makes its own determination regarding closure and the University includes conditions specific to campus in their decision-making process. The Emergency Alert Levels in Section 2.4 will be used which will allow the campus to move laterally from a position of being full open to closed, which the exception of critical services which must continue.

Due to transportation and logistical issues, facilities close for the entire day if they are unable to open according to the following system:

Once a decision is made, the following actions will take place:

"Big 5" Conference Call

- The University participates in the weather closure or modification conference call
- The Senior Vice President/COO supported by the AVP for Campus Operations, Executive Director of Operational Safety and Compliance, and Senior Director of Security and Emergency Management may represent the University on the call

President Makes Decision

- Based on the factors and recommendations provided by Big 5 representatives, the President will make the final decision
- The President (or designee) will decide which Emergency Alert Level the University as a whole will move to and SEM will communicate this to the campus

Communication to University Constituents

SEM will communicate the decision made via the following platforms:

- UT Austin Safety Alert text message
- Emergency Management Email
- 512-232-9999 Recording
- Emergency Web Page

Appendix 2. Building Emergencies

2.1. Building Emergency Management

Each University building must have a Building Emergency Plan. SEM maintains a template for the plan that includes the following information:

- Building Emergency Management Team (BEMT)
    - This section identifies the Building Emergency Managers and Floor Managers for the building and includes their contact information.
    - The specific roles and responsibilities for each position are also included.
- Building Evacuation Procedures (BEP)
    - This section includes the procedures for evacuating the building as well as assembly points specific to that building.
    - Procedures for assisting with the evacuation of persons requiring assistance, as well as a list of current occupants requiring assistance are also included.
- Shelter-in-Place and Lockdown Procedures
    - Shelter-in-place and lockdown procedures are common to all buildings. This section includes the actions that the BEMT is expected to take.

SEM will ensure that each building has an emergency plan and that the plans are updated at least annually. SEM will maintain the official copy of the building plans, although building managers are encouraged to have their own copy and distribute the plan appropriately. SEM maintains the master BEP template upon which all building emergency plans are based.

2.1.1. Building Manager Role

The President of the University (or designee) designates the highest-ranking administrator (i.e., Dean, Director, or Department Head) of a unit or agency having spaces in a building owned and/or operated by the University as being responsible for designating an employee of the University as the Building Manager for that building.

In a situation where two administrators of equal title share a facility, the department that occupies the predominant portion of the facility (or as agreed by the administrators) will appoint the Building Manager. As required, or as necessary, the term "Building Manager" is determined by the appointing administrator. Ranking administrators should report the Building Manager designation and any change in Building Manager designation to SEM. SEM is responsible for maintaining the University's Building Manager database.

Ranking administrators should also ensure that there is at least one individual in the facility who will serve as the alternate in the Building Manger's absence or unavailability. Departments or colleges with facilities that entail more complex management requirements may employ a Building Manager on a full-time basis, if self-funded. All duties identified in this policy must be performed by a full-time employee (faculty or staff) and can include after-hours and weekend calls, as necessary.

Building Managers of multi-story facilities will identify Floor Managers. Floor Manager responsibilities shall include emergency evacuation planning for the respective floor, communicating with department liaisons and Building Managers, and performing the duties assigned in the Building Emergency Plan.

Each department occupying space in a building shall appoint an individual to serve as a communication manager between the department floor managers and building manager(s).

2.1.1.1. Building Manager Responsibilities:

Coordinate and monitor the physical, environmental, life safety, and security conditions, and general maintenance and repair of the building and building systems, including but not limited to:

- **Renovation and Repair:** Act as the primary contact and liaison for actions related to building renovations; major repairs to the building; its systems (electricity, water, and chilled water) and integral equipment; minor and routine facilities upkeep and maintenance; and maintenance of safety and security equipment. Coordinate priorities related to plans for the enhancement, repair, modification, and preventative maintenance of buildings and equipment.

- **Security:** Assist and coordinate tenant department(s) with developing and implementing security design and systems for the building including security cameras, exterior doors, and exterior lighting. May be issued grand master key access to all building doors and acknowledge they hold a Position of Special Trust.

- **Emergency Planning:** Work with SEM to develop a BEP. Develop and maintain a contact database for each department residing in the facilities. Lead and participate in the implementation of emergency plans in appropriate situations. Provide a new employee orientation for new building staff to inform them of the BEP and procedures and guidelines for safety, security, and fire.

- **Special Projects or Events:** Coordinate with tenant department(s) on any special projects (such as improvements to the network) or special activities (special event scheduling, notifications to UT Police Department (UTPD)/Parking and Transportation Service (PTS), Custodial Services, Security).

- **Other Duties:** Oversee and conduct periodic rounds of inspections, checking for security of facilities, functionality of equipment which may include Automatic External Defibrillators (AED) and first aid kits.

- **Report unusual or suspicious activities.** Act as primary contact to report infractions of policy (related to building activities) to University regulations and building operations.

2.1.1.2. Building Manager Qualifications:

A Building Manager should have the following qualifications:

- Experience with planning and coordinating services.
- Strong administration skills.
- Excellent time management, punctuality, multi-tasking, and attention to detail with follow through from start to finish and strong organizational skills.
- Knowledge of basic security and fire protection procedures. Strong verbal and written communication skills.
- Experience in working in a collaborative environment.
- Skills in objectively evaluating situations and making timely decisions to resolve problems.
- Experience in exercising independent initiative and judgment in carrying out assigned duties.
- Ability to recognize safety and security hazards and make appropriate contacts for correction.

2.2. Building Evacuation

Certain emergencies within a building, such as a fire or bomb threat, may require occupants to evacuate. Procedures and guidelines for building evacuation, including assembly locations and contact information, are detailed in each Building Emergency Plan

2.2.1. Evacuation Assistance

Certain occupants of University buildings may require additional evacuation assistance. Those occupants are noted on individual BEP, as well as procedures for assisting with their evacuation.

Instructors are responsible for notifying the applicable Building Manager of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Instructors should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student.

2.3. Building Shelter-in-Place

There may be some situations where it is not possible to safely evacuate persons, and it is safer to shelter them in-place. In general, these are situations where movement of the public would put them at greater risk than leaving them in their current location. The decision for determining protective actions (e.g., evacuation vs. shelter in place) rests with the University leadership. Procedures and guidelines for building shelter-in-place are contained in each BEP.

2.4. Building Lockdown

Violent threats outside a building may require that the building enter a state of "lockdown" where doors are locked, and occupants stay inside the building until the threat is clear. Procedures and guidelines for building lockdown are contained in each BEP.

2.4.1. Lockdown for Buildings with Electronic Access Controls

Some campus buildings are equipped with electronic access controls. These controls can be remotely activated to restrict access to a building during a lockdown.

- The following personnel are authorized to initiate an electronic building lockdown:

    - President (or their designee)
    - Executive Vice President and Provost (or their designee)
    - Senior Vice President and Chief Operating Officer (or their designee)
    - Vice President for Legal Affairs (or their designee)
    - UT Austin Chief of Police (or their designee)

- The process for restricting access to a building with electronic access controls is as follows:

    - An authorized person must inform UTPD dispatch or EPSS administration to restrict access to a building or buildings. A log must be maintained and include timestamps of all names, actions and a brief description of all communications and actions taken by all parties involved. UTPD Dispatch or EPSS Administrators shall ask authorized personnel if they want the card reader to continue to function for authorized entry or restrict perimeter access only.

Appendix 3.   EOC Access

In order to facilitate access to the EOC and to Restricted Areas during a crisis, the University has developed the Emergency Operations Access Badge. This badge will be issued by the ITS ID Center to individuals that bring a letter on departmental letterhead signed by the Chief of Police or their designee. All ID cards issued by the University are the property of the University and must be surrendered to a supervisor or Human Resources Services upon termination of or conclusion of affiliation.
(https://policies.utexas.edu/policies/University -identification-card)

- **Process**
  - o The Senior Director of Security & Emergency Management will:
    1. Issue a letter on departmental letterhead that:
       - Is signed by the Senior Vice President and Chief Operating Officer or the Chief of Police
       - Includes the EID of the future badge holder
       - Includes the name of the future badge holder
       - Requests issuance of an EOC Badge.
    2. Send the requestor to the ID Center in the Flawn Academic Center.
  - o The ID Center will:
    3. Verify the letter is consistent with departmental letterhead; signature and all components indicated above are included.
    4. Issue the EOC Badge.
    5. **The ID Center bills department account for each badge distributed.**

- **Badge Access and Holder Responsibilities**

  - o Appropriately coded security badges will be used and accepted as evidence of an access authorization (or security clearance). Such security badges shall be accepted for admittance to Restricted Areas without a need for additional badging. Site or facility procedures may be established to require presentation of additional photo-identification media.

  - o Badges shall be worn conspicuously, photo side out, in a location above the waist and on the front of the body while in designated areas as determined by university official directives and security directives unless prohibited by health or safety considerations.

  - o Personnel shall protect assigned badges and maintain them in good condition. If a notable change in facial appearance takes place, a badge with a new photograph shall be requested by the individual, supervisor, or security official. Protective force personnel are authorized to confiscate faded, worn, or damaged badges.

  - o Security awareness programs should stress the importance of protecting security badges against loss or misuse. Badges shall not be used as a means of identification for unofficial purposes.

- **Accountability of Badges, and Credentials**

  - o Records shall be maintained by issuing offices showing the disposition of badges, and credentials issued. Such records shall include, as a minimum description and serial number of items issued, date of issuance, name, organization and date of destruction. Records will be maintained.

o Lost Badges and Credentials. A record of missing badges and credentials shall be maintained. Personnel and/or systems controlling access to Restricted Areas shall be provided with current information regarding missing badges to prevent their misuse. The loss or recovery of badges or credentials shall be reported immediately to the issuing office.

- **Terminating Security Badges, and Credentials.**

o Badges and credentials issued to employees, contractors, and other individuals shall be recovered at the final security checkpoint or earlier and the individual(s) shall be escorted from the site if circumstances or conditions indicate such action is needed. Recovered credentials shall be destroyed. Recovered badges may be retained and reissued.

Appendix 4.   Threat and Hazard Response Plan Annexes

Threat and Hazard Response Plan Annexes Overview

The University plans and prepares for a wide variety of threats and hazards, some of which warrant more detailed planning. Therefore, the University maintains separate Response Plan Annexes for the following:

- **UT Austin's Infectious Disease Response Plan.** This plan is maintained by SEM and updated annually. It designates the Chief Medical Officer (CMO) for University Health Services as the lead for infectious disease response for students, faculty, and staff.
- **UT Austin's Act of Violence Response Plan.** This plan is maintained SEM and is updated annually in coordination with the University of Texas at Austin Police Department and designates the University of Texas at Austin Police Department (UTPD) as the lead for response to threat and acts of violence on the University.
- **UT Austin's Severe and Inclement Weather Response Plan.** This plan is maintained by SEM and is updated annually in coordination with the University 's Incident Meteorologist. This plan addresses severe and inclement weather threats, ranging from tornados to winter storms, and describes the coordination steps and implementation procedures necessary to respond to these weather incidents.

4.1.   Mitigation Overview

UT Hazard Mitigation Plan

In order to properly mitigate hazards and respond effectively to emergencies, goals and objectives need to be established for each hazard and incident. SEM is in the process of developing UT Austin's Hazard Mitigation Plan. This plan will systematically utilize resources to mitigate the effects of the hazards and risks identified in the UT THIRA. The plan will set priorities based on loss reduction and establish interim and long-term strategies, actions, goals, and objectives.

Appendix 5.   Acronyms and Definitions

Acronyms

ARC	American Red Cross
BAT	Behavior Assessment Team
BEM	Building Emergency Manager
BRAC	Behavioral Risk Assessment Team
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CDC	Centers for Disease Control
CFR	Code of Federal Regulations
CIRT	Critical Incident Response Team
CMHC	Counseling and Mental Health Center
CSAS	Campus Safety & Security Committee
DOS	Dean of Students
EAP	Employee Assistance Program
ECS	Emergency Communication System
EET	Executive Emergency Team
EHS	Environmental Health and Safety
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPSS	Electronic Physical Security Systems
FAQ	Frequently Asked Questions
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
FS	Facilities Services
HAZMAT	Hazardous Material
UHD	University Housing & Dining
HR	Human Resources
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
LA	Legal Affairs
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NWS	National Weather Service
PIO	Public Information Officer
POD	Point of Dispensing, a site for the mass distribution of medication
PRC	J. J. Pickle Research Campus
SNS	Strategic National Stockpile

SOPs	Standard Operating Procedures
TXDSHS	Texas Department of State Health Services
UHS	University Health Services
UTPD	University of Texas Police Department
VPLA	Vice President for Legal Affairs
WHO	World Health Organization

Definitions

Unless otherwise noted, the definitions below are taken from FEMA's Comprehensive Planning Guidance 101.

Campus: (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).[7]

Closure: A closure is when weather conditions exist that will be unsafe when employees and students need to travel to campus and are unlikely to improve throughout the day.[8]

Delay Opening: A delay opening is when weather conditions exist that will be unsafe during the early hours when employees and students need to travel to campus but that conditions are projected to improve later in the day.[13]

Disaster: A natural catastrophe, technological accident, or human-caused incident that resulted in severe property damage, deaths, and/or multiple injuries.

Early Release: An early release is when weather conditions are likely to deteriorate later in the day impacting the safe travel of employees and students away from campus.[13]

Emergency: Any incident, whether natural or human-caused, that requires responsive action to protect life or property.

Emergency Notification: A notification triggered by an event occurring on or imminently threatening the campus. The Clery Act requires that the University issue an emergency notification for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.[9]

Emergency Operations Center: The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, state, tribal, regional, city, county), or by some combination thereof.

Emergency Operations Plan: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Support Function: Used by local, state, and federal government agencies as the primary mechanism at an operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

Hazard: A natural, technological, or human-caused source or cause of harm or difficulty.

Incident: An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland

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[7] 34 CFR 668.46 (a)
[8] The University of Texas at Austin, Office of Emergency Management
[9] The Handbook for Campus Safety and Security Reporting, 2016 Edition

and urban fires, floods, hazardous materials spills, nuclear accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Immediate Threat to Campus: Under the *Clery Act*, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An "immediate threat," as used here, includes an imminent or impending threat, such as an approaching forest fire, or a fire currently engulfing a campus building. Some other examples of significant emergencies or dangerous situations are outbreak of meningitis, norovirus, or other serious illness; approaching tornado, hurricane, or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion; and nearby chemical or hazardous waste spill. Examples of situations that would not necessitate an emergency notification under the *Clery Act* include power outage; snow closure; and string of larcenies.[10]

Joint Information Center: A physical location established to coordinate all incident-related public information activities. It is the point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

Mass Care: The actions taken to protect evacuees and other disaster victims from the disaster. Activities include mass evacuation, mass sheltering, mass feeding, access and functional needs support, and household pet and service animal coordination.

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

Planning Assumptions: Parameters expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's

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[10] The Handbook for Campus Safety and Security Reporting, 2016 Edition

circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing jurisdiction specific plans for delivering capabilities when needed for an incident.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Protection: Actions to reduce or eliminate a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

Timely Warning: A warning regarding crimes that have already occurred but represent an ongoing threat. The University is required to issue a timely warning for any Clery Act crime committed within the Clery Act geography that is reported to campus security authorities or a local law enforcement agency, and that the University considers to represent a serious or continuing threat to students or employees.[11] For additional information regarding Clery Act requirements, see *The Handbook for Campus Safety and Security Reporting*, issued by the Department of Education.

Unified Command: In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.[12]

The definitions below are related to building emergency management and procedures.

Building Emergency Management Team (BEMT): A team of occupants who manage the evacuation of a building during an emergency. The BEMT will consist of personnel assigned emergency functions including the Building Manager,

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[11] The Handbook for Campus Safety and Security Reporting, 2016 Edition
[12] FEMA Emergency Management Institute Glossary

Assistant Building Manager, Access Manager, Assembly Coordinator, Elevator Manager, and Evacuation Managers for individual floors. [NOTE: The size and complexity of your individual system will be resource dependent.]

Building Manager: Staff member responsible for managing, planning, and coordinating activities associated with the physical, environmental, and security conditions of his or her assigned building or facility. Serves as the liaison for coordination and communications to building occupants regarding hours of operation, security, emergency preparedness, maintenance, construction repairs and renovations, and utility delivery (including elevators). For additional information, see Appendix II – Building Manager Role.

Evacuation Assistance: Support provided for occupants who require evacuation assistance during an emergency. Evacuation assistance should include designated staging areas, designated escorts, and an evacuation strategy for occupants.

Floor Manager: A floor occupant responsible for developing and executing the evacuation/sheltering plan for an individual floor and managing the floor evacuation during an emergency.

Lockdown: The directive "LOCKDOWN" is used to stop access and/or egress as appropriate to all or a portion of the buildings on campus. Unless otherwise directed, consider that all buildings will initiate their "LOCKDOWN" procedures.

Primary Assembly Area: An exterior area utilized as an assembly location by occupants who have evacuated their building. An assembly area is designated by the Building Manager and should be located outside of the building in a safe and convenient location. This area is utilized as a temporary staging location while an emergency incident is under investigation.

Secondary Assembly Area: An indoor location utilized as an assembly area by occupants who have evacuated their building. Secondary assembly areas are located inside a building, or other protected area, and may be utilized during periods of inclement weather, extreme heat, or during incidents that continue for an extended period of time. (The extent of position assignment is dependent on both physical structure complexity and current staffing.)

Shelter in Place: The action of seeking immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building that offers occupants an elevated level of protection. Sheltering can be related to a variety of situations, including severe weather emergencies, hazardous conditions, chemical release, or criminal activity.

Shelter in Place – Severe Weather: The act of sheltering in an area inside a building that offers occupants an elevated level of protection during a tornado or other severe weather-related emergency.

Shelter in Place – Chemical, Biological or Radiological: A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological or radiological agent. [NOTE: Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. In the case of a Shelter in Place due to a chemical spill, do NOT shelter below grade. Follow instructions provided by emergency personnel.]

ATTACHMENTS

Attachment 1.   Emergency Guidance for Classroom Instructors

The instructor is the senior representative of the University in the classroom and is therefore responsible for implementing University policy and directives. If an emergency occurs while class is in session, instructors are expected to facilitate the execution of the appropriate procedure, i.e., evacuation, shelter-in-place, or lockdown.

- Instructors are responsible for pointing out their classrooms' emergency evacuation routes and emergency procedures to students at the beginning of each semester. This should also include the building assembly location as designated in the BEP and depicted on the Classroom Emergency Guide in every classroom.
- All University community members should familiarize themselves with all the exit doors of each room and building they occupy at the University and should remember that the nearest exit routes may not be the same as the way they typically enter buildings.
- Students requiring assistance in evacuation shall inform their instructors in writing during the first week of class. Faculty members must then provide this information to Fire Prevention Services.
- Instructors should be prepared to give appropriate instructions in the event of an evacuation or other emergency. Students should follow the instructions of faculty members and class instructors during emergency evacuations.
- Instructors are responsible for notifying the applicable Building Manager of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to the closest area of refuge. Instructors should not leave a student at an area of refuge until the designated escort has arrived and assumed responsibility for the student.

1.1.   Emergency Procedures

Notification to evacuate, shelter-in-place, or lockdown will be given using one or multiple communication methods including text message, building indoor emergency notification system, fire alarm system or any other method suitable to the situation.

- If instructed to evacuate, the instructor should direct the class to exit the building via stairwells (not elevators) and assemble at the designated location. All persons should remain at the assembly point and not reenter the building until given the "all clear" from UT Police, Austin Fire Department, or the BEMT.
- If instructed to shelter-in-place, the instructor should notify the class to remain inside and direct the class to an interior space of the building away from windows and on the lowest level possible. All persons should remain sheltered until given the "All Clear" notice via text message or email.
- If instructed to lockdown, the instructor should direct the class to silence cell phones, turn off lights, remain quiet, lock, or barricade the door, and remain hidden if possible. All persons should remain in place until given the "all clear" notice via text message or email.

1.2.   Recommended Syllabus Information

Instructors should include the following information and instructions about evacuation procedures in their class syllabus:

- When a fire alarm sounds, occupants of buildings on the University campus are required to evacuate buildings.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, UT Austin Police Department, or Fire Prevention Services office.
- If you have concerns regarding the attitude or action of students or staff, please contact the Behavior Concerns Advice Line (BCAL): 512-232-5050.

1.3. Consideration for Persons with Access or Functional Needs

This attachment to the EOP provides a framework for response personnel working with members of the University community who may need additional assistance in times of emergency. The University is committed to working with any individual with a physical or mental impairment, or condition, that requires assistance to relocate within, or evacuate from, a university building, facility, or campus area in an emergency situation. Members of the University community with limited English proficiency may also have unique considerations. This attachment lists steps and resources to help prepare those in the University community who may need assistance in an emergency situation. This is included as part of the EOP to ensure access to emergency preparedness, response, and recovery services for those at risk and hardest to reach campus populations. At the University, planning ahead for emergencies is a part of normal business planning and campus life, and all members of the University community share a responsibility for preparedness.

For the purposes of this document, "access and functional needs populations" includes anyone who may need assistance during a building or campus emergency. The University recognizes that persons with physical or mental impairments or conditions, temporary and permanent, may require additional assistance with emergency notification, evacuation, sheltering, and transportation. It is the responsibility of the University to provide for people with a physical or mental impairment or condition the same level of safety afforded to all.

1.4. Notification

The following highlights the ways that the University ensures notifications are made more accessible for persons requiring special assistance. For additional information on notification and warning, see Section 4. "Communications" above or the Crisis Communications Plan.

- Text messages, emails, auto-generates phone calls, web-postings, social media applications, and keyword texting can be sent via the mass notification system allowing the University to communicate effectively with individuals who may be hearing impaired or hard of hearing.
- The University uses EAS messages to appear captioned on the campus cable televisions.
- Many buildings have installed audio alert systems that relay emergency messages to aid those without text message capabilities or visual impairments.

1.5. Evacuation Assistance

Certain occupants of University buildings may require additional evacuation assistance. Faculty and staff who may require additional evacuation assistance should notify the Building Managers to ensure that they are properly documented on individual Building Emergency Plans (BEP).

Instructors are responsible for notifying the applicable Building Manager of students under their supervision who require evacuation assistance. Instructors are responsible for ensuring that students who require evacuation assistance report to an area of refuge. Instructors should not leave a student at an area of refuge until the designated escort has arrived and assumed responsibility for the student.

1.6. Emergency Procedures Guidance

The following information can assist persons who require evacuation assistance during an emergency:

- Persons who need evacuation assistance should shelter-in-place in an area of refuge in the building.
- In buildings equipped with an area of refuge two-way communication system for communication between the area of refuge and a central control point, follow the instructions for summoning assistance via the two-way communication system.
- In buildings not equipped with an area of refuge two-way communication system, the person needing assistance should call 911 and notify the dispatcher of the situation and their location.

- You are encouraged to carry a sounding device like a small whistle, flashlight, and/or cell phone to alert emergency personnel of your location.
- It is best to have arrangements pre-planned for evacuation assistance. Contact your Building Manager or the SEM for assistance in pre-planning evacuation.

1.7.   Additional Resources

Persons with access or functional needs can contact the following offices for assistance:
- **Disability and Access**
- **Human Resources**

Attachment 2.   Evacuation Zones and Evacuation Routes

Campus Evacuation Routes

If a large-scale evacuation is ordered, the information below provides preliminary guidance for directionally based evacuation route selection. The information below represents the best estimates of pre-planned evacuation zones. Due to the evolving nature of evacuation incidents, final route selection will be determined by appropriate University operations personnel.

To the South:

Take Red River south to Martin Luther King Jr. Boulevard or 15th street. Take San Jacinto south to Martin Luther King Jr. Boulevard or 15th Take Guadalupe south to Martin Luther King Jr. Boulevard or 15th.

From Martin Luther King Jr. Boulevard or 15th, you may either take IH-35 south or Mopac (Texas State Highway Loop 1) or stay on Guadalupe. All three routes lead south of campus.

To the West:

Take Martin Luther King Jr. Boulevard to Lamar.

Take 21st to Guadalupe and then to Martin Luther King Jr. Boulevard.

Take 24th street to Lamar or stay on 24th to Mopac (Texas State Highway Loop 1).

Take Dean Keaton to Guadalupe-north on Guadalupe to 29th or 38th then west to Lamar or Mopac (Texas State Highway Loop 1).

To the North:

Take Red River to Dean Keaton or 32nd or 38th where you can take IH-35 or continue north. Take San Jacinto north to 30th and then go east or west to take Red River or Guadalupe. Take Guadalupe north to 29th or 38th, 29th provides access to Lamar, 38th provides access to Lamar, or Mopac (Texas State Highway Loop 1) or IH-35.

To the East:

Take Martin Luther King Jr. Boulevard east to IH-35, Airport or Ed Bluestein. Take Clyde Littlefield (Manor Road) to IH-35, Airport or Ed Bluestein Take Dean Keaton east to IH-35, Airport Boulevard or Ed Bluestein

2.1 Building Identification by Zone
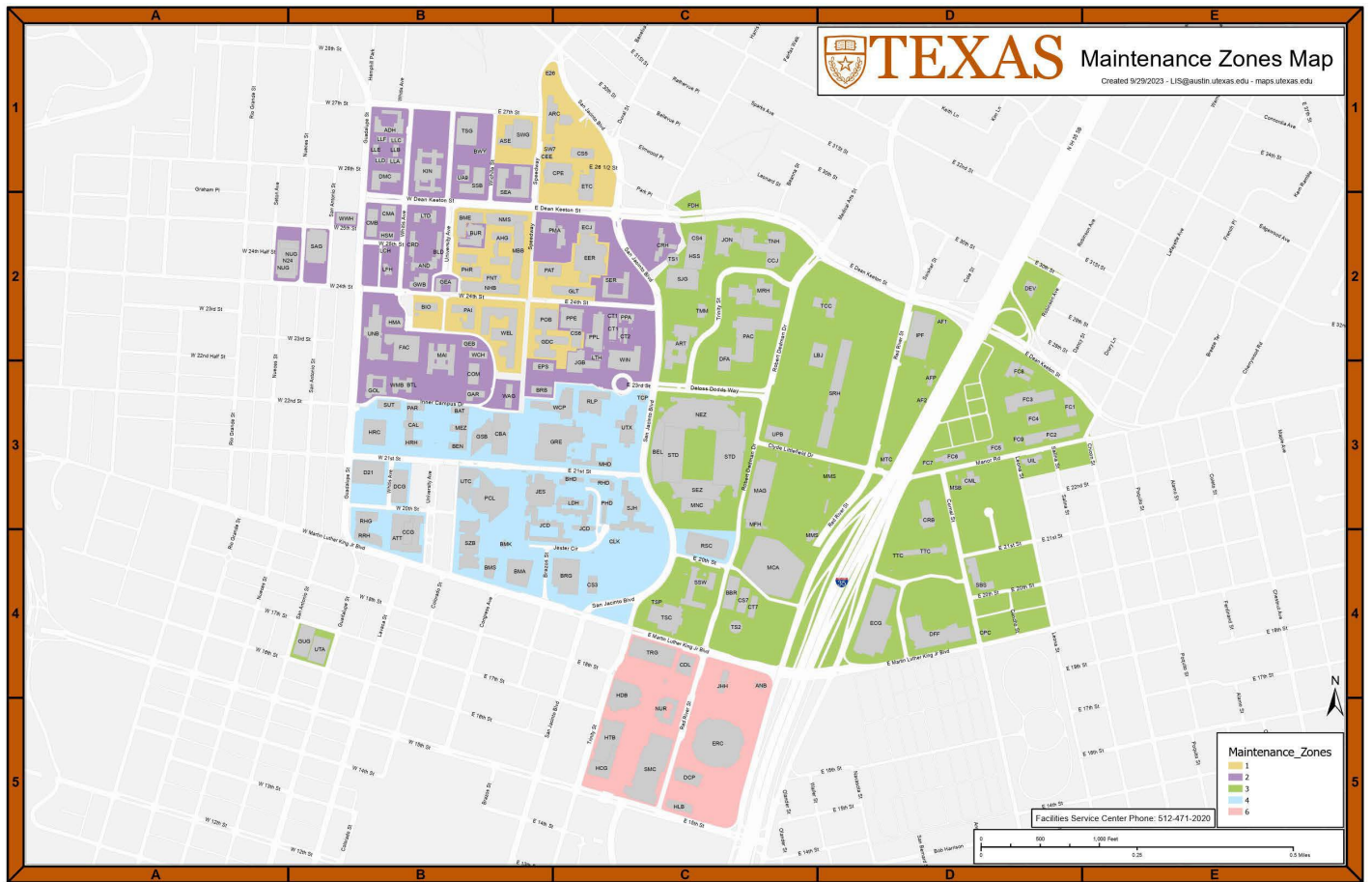
University community members should know what zone(s) they occupy and the respective evacuation route.

Attachment 3.   Crisis and Emergency Working Group Rosters

Note: This attachment is redacted from the publicly published version of the document. SEM retains the working group rosters for internal purposes only.

3.1.   Executive Emergency Team

- President
- Executive Vice President and Provost
- Senior Vice President and Chief Operating Officer
- Vice President and Chief Financial Officer
- Associate Vice President for Campus Operations
- Associate Vice President and University Chief of Police
- Deputy to the President
- Vice President for Legal Affairs and General Council

- Vice President for Student Affairs and Dean of Students
- Vice President of Technology and Chief Information Officer
- Vice President and Athletics Director
- Vice President and Chief Marketing and Communications Officer
- Dean and Senior Vice President for Medical Affairs
- Vice President for Research, Scholarship and Creative Endeavors
- Vice President for People and Talent

- Deputy to the President for Governmental Affairs and Initiative

3.2.   Critical Incident Response Team

- Deputy to the President, Office of the President
- Chief of Staff, Office of the Executive Vice President, and Provost
- Executive Director, Texas Global

- Deputy to the Vice President, Office of the Vice President for Student Affairs
- Executive Director of Communications, Vice President for Student Affairs Office
- Associate Vice President for Campus Life and Senior Associate Dean of Students
- Director of Strategic and Executive Communications, Dean of Students Office
- Senior Information Technology Manager, Dean of Students Office
- Senior Associate Director, Psychiatric Services

- Director of Student Emergency Services, Dean of Students Office
- Associate Dean/Director of Special Projects, Dean of Students Office
- Assistant Vice President for Strategic Initiatives, Vice President for Student Affairs
- Executive Director, Counseling and Mental Health Center
- Executive Director/Chief Medical Officer, University Health Services
- Associate Director for University Health Services
- Director of Student Conduct & Academic Integrity
- Assistant Vice President for Residence Life, University Housing and Dining

3.3.   Vice Presidents Council

- President
- Executive Vice President and Provost
- Director of Operations, Office of the President
- Deputy to the President, Office of the President
- Deputy to the President for Government Affairs and Initiative
- Vice President and Chief Marketing and Communications Officer, University Marketing and Communication
- Chief Compliance Officer, Office of the President
- Chief Audit Executive, Office of the President
- Senior Vice President and Chief Operating Officer

- Vice President and Athletics Director
- Vice President for Development
- Vice President for Campus and Community Engagement
- Vice President for Legal Affairs and General Council
- Dean and Senior Vice President for Medical Affairs
- Vice President for Research
- Vice President for Student Affairs and Dean of Students
- Chair, Faculty Council
- Executive Director, Texas Exes

3.4.   Behavioral Assessment Team

- Vice President for Student Affairs and Dean of Students
- Associate Vice President of Student Life and Senior Associate Dean of Students

- Director of Student Emergency Services
- Executive Director of Student Conduct and Academic Integrity

- Director of Services for Students with Disabilities
- Dean of Undergraduate Studies Designee
- Chief of Staff, Office of the President
- Vice President for Legal Affairs and General Council
- Assistant to the Executive Vice President and Provost
- Director of Nursing, University Health Services
- Executive Director, Texas Global
- Dean of Graduate Studies Designee
- Employee Assistance Program Manager
- Director of Residence Life, University Housing and Dining

3.5 Behavioral Risk Assessment Committee

The committee includes designees from the following departments or individuals:

- Employee Assistance Program
- Director of Human Resources, Support Services
- Associate Vice President for Human Resources
- Vice President for Legal Affairs and General Council
- Executive Vice President and Provost
- Director of Student Emergency Services

3.6 Campus Safety and Security Committee

- Senior Vice President and Chief Operating Officer
- Associate Vice President for Human Resource Services
- Associate Vice President for Utilities and Energy Management
- Associate Vice President for Research
- Associate Vice President for Legal Affairs and General Counsel
- Vice President of Technology and Chief Information Officer
- Executive Director, Utilities, Energy and Facilities Management
- Associate Vice President for Student Affairs/Dean of Students
- Deputy to the President
- Associate Vice President for Student Affairs/Counseling and Mental Health Center
- Assistant Vice President, Office of the Vice President for Student Affairs
- Assistant Vice President University Housing and Dining
- Associate Vice President for Campus Services
- Executive Vice President and Provost
- Vice Provost and Registrar
- Chief Compliance Officer
- Chief Information Security Officer
- Associate Vice President and Chief of Police, University Police Department
- Director, Emergency Management
- Director, Environmental Health & Safety
- Fire Marshal
- Director, Office of the Vice president for Student Affairs
- Director, Parking & Transportation Services
- Executive Director, Planning, Design, and Construction
- Executive Director, Facilities Services
- Associate Director, Facilities Operations
- Director, Technology Resource Services
- Vice President and Chief Marketing and Communications Officer
- Executive Director and Chief Medical Officer
- Director, University Data Center
- Director, Animal Resource Center
- Program Director, The University of Texas Child Development Center
- Director, Longhorn Aquatics
- Director, Travel Management
- Executive Director, University Unions
- Director, Student Emergency Services
- Director, Facility Operations for Recreational Sports

Emergency Operations Plan

- Director of Production, University Development Office
- Director and Associate Dean, Texas Performing Arts
- Associate Directors, Division of Recreational Sports
- Director, Division of Housing and Food Service
- Director, Youth Protection Programs
- Executive Senior Associate Athletic Director, Athletics Events/Suites Operations
- Executive Senior Associate Athletic Director, Special Events/Frank Erwin Center
- Director Residence Life University Housing and Dining
- Director of Residence Hall Operations University Housing and Dining
- Director of Residential Facilities University Housing and Dining
- Director of Residential Facilities Operations University Housing and Dining
- Director of Dining University Housing and Dining
- Director of Business Services University Housing and Dining

- Director of Human Resources University Housing and Dining
- Occupational and Environmental Safety Specialist, University Housing and Dining
- University Incident Response Meteorologist
- Texas Parents
- School of Pharmacy
- Chief Audit Executive
- Director of Planning and Operations, University of Texas Libraries
- Department of Public Safety
- School of Nursing
- Global Risk and Safety, International Office
- Director of Accounting and Financial Management
- Employee Assistance Program
- Victim's Advocacy Network
- ATT Conference Center
- Student Government, SGA and GSC Representatives
- University of Texas System
- Dell Medical School
- UTPD Oversight Committee Representative
- College of Natural Sciences Representative

3.7   Internal Support Team

- Associate Vice President for Human Resources
- Vice President of Technology and Chief Information Officer
- Executive Director for Utilities and Energy Management
- Associate Vice President for Research
- Vice President for Student Affairs/Dean of Students
- Executive Vice President and Provost
- Executive Director for Construction and Facilities
- Director of Environmental Health and Safety
- Director of Parking and Transportation Services
- Director of Facilities Services

- Director/Fire Marshal, Fire Prevention Services
- Director of Financial and Administration Services Communications
- Assistant Vice President for University Housing & Dining
- Assistant Athletics Director for Facilities, Events, and Operations
- Director of University Health Services
- Associate Vice President for Student Affairs
- Director of Utilities and Energy Management
- Senior Director of Security & Emergency Management
- Director of Internal Communications

3.8   External Support Team

- American Red Cross
- Austin Energy

- Austin/Travis County Amateur Radio Emergency Service

- Austin Fire Department
- Austin Police Department
- Austin/Travis County Emergency Medical Services
- Austin Communications & Public Information Office
- Austin Independent School District
- Austin Parks & Recreation Department
- Austin Public Health Department
- Austin Public Works Department
- Austin Resource Recovery
- Austin Water Utility
- Capital Metro

- City of Austin
- City of Austin Office of Homeland Security & Emergency Management
- Department of Aviation
- Federal Bureau of Investigation
- Federal Emergency Management Agency
- Lower Colorado River Authority (LCRA)
- National Weather Service
- Salvation Army
- Texas Division of Emergency Management
- The University of Texas System, Risk & Insurance, Emergency Management Office