

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Safety
AREA: Emergency Preparedness

Number: 06.01.01

SUBJECT: Emergency Management Policy

I. PURPOSE AND SCOPE

The University of Houston is responsible for adopting and implementing a multi-hazard emergency plan as outlined in [Texas Education Code, Section 51.217](#). The purpose of this document is to outline the emergency management planning structure and maintenance of the University-wide Emergency Management Plan.

II. POLICY STATEMENT

- A. The University of Houston has established and utilizes an Emergency Management Plan (EMP) which serves as the basic framework for how the University will manage any type of emergency. The complete EMP can be accessed from <http://www.uh.edu/emergency-management/planning-and-response/emergency-management-plan/>.
- B. The EMP utilizes the “*All-Hazards Approach*” which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures are designed to protect lives and property through an effective use of campus and community resources. Since an incident may happen suddenly and without warning, the procedures in the EMP are designed to be flexible to accommodate contingencies of various types and magnitudes.
- C. The EMP is also compliant with the National Incident Management System (NIMS), a common approach used to manage incidents, and utilizes the Incident Command System (ICS) standards and structures for emergency response.
- D. Individual departments, buildings and units will develop and maintain their own Emergency Response Plans to improve the efficiency of the response to an incident in order to promote safety. These plans should be reviewed and updated annually. To assist in the development of these plans, the Building Emergency Response Plan template may be accessed from <http://www.uh.edu/emergency-management/planning-and-response/building-emergency-response-plan-template/>.

III. DEFINITIONS

- A. Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities and on-scene operations normally takes place. The primary functions of an EOC are information gathering and sharing, coordination, communication, resource tracking and assessing priorities for the overall response.
- B. Incident Command System (ICS): A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

- C. National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, non-governmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards — regardless of cause, size, location, or complexity — in order to reduce loss of life, property and harm to the environment.
- D. UH Emergency Management Plan (EMP): A campus-wide, “all-hazard” plan which provides the framework for managing any type of emergency. The plan provides broad guidelines for emergency management with specific emergency management functions and is designed to protect lives and property through an effective use of campus and community resources.
- E. University Incident Commander (IC): The university individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

IV. UH EMERGENCY PLANNING STRUCTURE

- A. The UH Emergency Planning Structure is made up of the following primary groups:
 - 1. Executive Operations Team (EOT)
 - 2. Emergency Planning Committee (EPC)
 - 3. Subgroups and Workgroups of the EPC
- B. Executive Operations Team (EOT):
 - 1. The EOT provides executive leadership on all high level items relating to emergency management with regard to policy approval, procedure analysis and compliance.
 - 2. During an emergency, the EOT assesses and makes recommendations to the President on matters such as campus closure, class cancelation, and campus response and recovery efforts during an incident.
 - 3. The EOT also provides resources and information to stabilize a campus incident as quickly as possible when requested through the University Incident Commander and the UH Emergency Operations Center.
 - 4. The EOT is comprised of Vice Chancellors/Vice Presidents of the President’s Cabinet.
- C. Emergency Planning Committee (EPC):
 - 1. The purpose of the EPC is to improve campus-wide emergency planning through campus-wide collaboration, coordination and the development of specific emergency procedures, plans, and processes.
 - 2. The EPC is chaired by the Director of Emergency Management.

- 3. The committee membership includes:
 - a) Representatives from various departments and divisions which have a key role in emergency planning as determined by best practices, as well as emerging hazards, vulnerabilities and threats.
 - b) Representation from the Student Government Association, Faculty Senate, and Staff Council.

D. Subgroups and Workgroups of the EPC:

- 1. These groups are developed to improve specific aspects of campus-wide emergency planning.
- 2. They may consist of members of the EPC, as well as outside members who play a specific role and/or provide technical expertise to assist in the objectives of the subgroup/workgroup.
- 3. Each subgroup/workgroup will have a Chair or Project Manager who is responsible for reporting developments and plans to the EPC.

IV. EMERGENCY MANAGEMENT PLAN (EMP) REVIEW AND MAINTENANCE

The Emergency Management Plan will be reviewed and updated annually. The annual plan review is coordinated by the Office of Emergency Management as outlined in the EMP.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Campus Safety

Review: Every five years

VI. APPROVAL

/Raymond Bartlett/

Senior Vice President for Administration and Finance

/Renu Khator/

President

Date of President's Approval: April 9, 2021

VII. REFERENCES

[Texas Education Code, Section 51.217](#)

[UH Emergency Management Plan](#)

[UH Emergency Web Site \(http://www.uh.edu/emergency\)](http://www.uh.edu/emergency)

[UH Building Emergency Response Plan Template](#)

[National Incident Management System \(NIMS\)](#)

[Incident Command System \(ICS\)](#)