PURPOSE:
The purpose of this Health Sciences Operating Policy (HSC OP) is to establish responsibility for the development, updating, and distribution of the Texas Tech University Health Sciences Center Emergency Management Plans (TTUHSCEMPs).

REVIEW:
This OP will be reviewed by September 1 of every year (EY) by the Texas Tech University Health Sciences Center Emergency Management Coordinator (TTUHSCEMC) and the Texas Tech University System Emergency Management Coordinator (TTUSEMC) with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration, and to the President for final approval by September 15 of EY.

The TTUHSCEMP for Regional Campuses will be reviewed by September 1 of every year (EY) by the Regional Campus Safety Manager responsible for Emergency Preparedness in coordination with the respective Regional Assistant Vice President for Finance and Administration, and the TTUHSCEMC. Recommendations for revisions will be forwarded to the Executive Vice President for Finance and Administration, and to the President for final approval by September 15 of EY.

The TTUHSCEMPs will be updated when changes in risks, threats, hazards, resources, capabilities, or government structure occur. The need for plan changes, updates, and revisions should be brought to the attention of the TTUHSCEMC, who will ensure that any required plan changes are made and distributed.

POLICY/PROCEDURE:

1. Objectives:

   The objective of the TTUHSCEMPs is to provide the framework for the planning and resources necessary to protect the health, safety, and welfare of the members of the TTUHSC communities and preserve both public and private property.

   To achieve this objective, emergency programs have been established that are both integrated and comprehensive, addressing prevention, mitigation, preparedness, response, and recovery.

2. General:

   The TTUHSCEMPs are based on an "all-hazards" approach to emergency planning. The plans address general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.

   The TTUHSCEMPs provide an emergency management framework that defines the operating characteristics, management components, and structure of the emergency management organization throughout the life cycle of an incident. The Texas Tech University System Board of Regents has formally adopted the National Incident Management System (NIMS). NIMS provides a consistent approach to the effective management of situations involving natural or human-made disasters or terrorism. NIMS allows TTUHSC to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
The TTUHSCEMPs do not replace individual department responsibilities to develop and test their own emergency response procedures and guidelines. Each unit and area should develop an Emergency Action Plan for the facilities that house their activities. The TTUHSCEMPs should, however, be used as the primary reference for integrating internal plans into TTUHSC’s overall strategic operational plans. The TTUHSCEMPs shall be used to assist in determining the relationships, responsibilities, and general guidelines departments are to use to establish their detailed emergency action procedures and guidelines, some of which may include response plans for specific types of incidents.

A copy of the Lubbock EMP can be found as Attachment A to this HSC OP.

A copy of the Amarillo EMP can be found as Attachment B to this HSC OP.