



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™**

EMERGENCY MANAGEMENT PLAN

BASIC PLAN

APPROVAL & IMPLEMENTATION
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
EMERGENCY MANAGEMENT PLAN
Basic Plan

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.



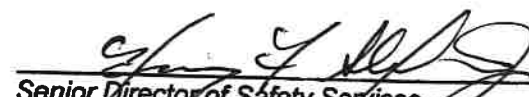
President
Texas Tech University Health Sciences Center

8/2/2024
Date



Emergency Management Coordinator
Texas Tech University Health Sciences Center

29 Aug 2024
Date



Senior Director of Safety Services
Texas Tech University Health Sciences Center

10 Sept 2024
Date

RECORD OF CHANGES

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

EMERGENCY MANAGEMENT PLAN

Basic Plan

Change No.	Date of Change	Change Entered By	Date Entered
1	09/24/2013	Victor Means – Annual Review	09/25/2013
2	09/03/2014	Victor Means – Annual Review	09/04/2014
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4	09/28/2015	Victor Means – Annual Review	09/29/2015
5	08/26/2016	Victor Means – Annual Review	08/26/2016
6	10/16/2020	TJ Smith – Annual Review	10/16/2020
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8	8/10/2022	TJ Smith- Annual Review	

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**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
EMERGENCY MANAGEMENT PLAN
BASIC PLAN
LUBBOCK**

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System (NIMS)
9. National Response Framework (NRF)
10. National Strategy for Homeland Security, July 2007
11. Nuclear/Radiological Incident Annex of the National Response Plan
12. Institutional Security Policies and Crime Statistics, 34 CFR §668.46

B. State

1. Texas Government Code, Chapter 418 (Emergency Management)
2. Texas Government Code, Chapter 421 (Homeland Security)
3. Texas Government Code, Chapter 433 (State of Emergency)
4. Texas Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Texas Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management (RP32 - 01/28/2004)
7. Texas Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
8. State of Texas Emergency Management Plan
9. Texas Education Code, Section 51.217

C. Local

1. City Ordinance # 3962, dated November 20, 1962.
2. Commissioner's Resolution, dated April 13, 1992.
3. Joint Resolution # 3919 between the County of Lubbock and the City of Lubbock dated June 25, 1992.
4. Texas Tech University System Board of Regents Resolution, August 2007
5. Texas Tech University & Texas Tech University Health Sciences Center Policies and Procedures
6. Inter-local Agreements & Contracts. See the summary in Attachment 6.

II. PURPOSE

This Basic Plan outlines the approach to emergency operations that will be taken by Texas Tech University Health Sciences Center (TTUHSC) - Lubbock. This document provides general guidance for emergency management activities and an overview of methods of prevention, mitigation, preparedness, response, and recovery. The plan describes the emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in greater detail specific responsibilities and responses. This plan applies to all officials, departments, and agencies. The primary audience for the document includes the TTUHSC President and other TTUHSC – senior officials, the emergency management staff, the Texas Tech University System Emergency Management Coordinator (TTUSEMC), TTUHSC agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations and others who may participate in prevention, mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
COLEOC	City of Lubbock Emergency Operations Center
DDC	Disaster District Committee
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EMEPG	Emergency Management Executive Policy Group
EOC	Emergency Operations Center
EPI	Emergency Public Information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-3	Homeland Security Presidential Directive 3
HSPD-5	Homeland Security Presidential Directive 5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
MACS	Multi-Agency Coordination System
MOT	Mobile Operations Trailer

MOV	Mobile Operations Vehicle
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SOC	State Operations Center
SOGs	Standard Operating Guidelines
SPURS	South Plains Unified Resource System
TCEQ	Texas Commission for Environmental Quality
TDEM	Texas Division of Emergency Management
TRRN	Texas Regional Response Network
TSA	The Salvation Army
TTUEMC	Texas Tech University Emergency Management Coordinator
TTUEOC	Texas Tech University Emergency Operations Center
TTU	Texas Tech University – Lubbock Campus(es)
TTUHSC	Texas Tech University Health Sciences Center- Lubbock Campus(es)
TTUHSCEMC	Texas Tech University Health Sciences Center Emergency Management Coordinator
TTUHSCEOC	Texas Tech University Health Sciences Center Emergency Operations Center
TTUS	Texas Tech University System
TTUSEMC	Texas Tech University System Emergency Management Coordinator
VOAD	Volunteer Organizations Active in Disaster
VPF&SS	Vice President of Facilities & Safety Services

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with

resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

4. Emergency Operations Center. Specially equipped facilities from which officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situation. As used in this plan, this term is intended to describe a *range* of situations, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and campus community instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and campus community instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

- 6) The Texas Tech University Health Sciences Center Emergency Operations Center (TTUHSCEOC) will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the emergency situation.
 - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and campus community instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The TTUHSCEOC will be activated to provide general guidance and direction, provide emergency information to the campus community, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is “any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance”.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
 8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or

transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication, recovery, and mitigation activities.
10. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. Standard Operating Guidelines. Approved methods for accomplishing a task or set of tasks. SOGs are typically prepared at the department or agency level.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Texas Tech University Health Sciences Center is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of major hazards is provided in Figure 1 on the following page.

B. Assumptions

1. TTUHSC will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warnings to the campus community and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

The TTUS and the Texas Tech University (TTU) are integral working partners of TTUHSC and will be available to assist TTUHSC, if necessary, in most emergency situations. In the event that an emergency situation should have a direct impact on more

than one of the TTUS components, the Chancellor of the TTUS will monitor the emergency response during disaster situations, coordinate the response, and provide direction where appropriate.

**Figure 1
HAZARD SUMMARY**

	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
Hazard Type:	(See below)	Limited	Moderate	Major	Limited	Moderate	Major
<i>Natural</i>							
Drought	HIGHLY LIKELY	LIMITED			LIMITED		
Earthquake	UNLIKELY	LIMITED			LIMITED		
Flash Flooding	HIGHLY LIKELY	MODERATE			MODERATE		
Flooding (river or tidal)	UNLIKELY	LIMITED			LIMITED		
Hurricane	UNLIKELY	LIMITED			LIMITED		
Severe Thunderstorms/ Damaging Hail	HIGHLY LIKELY	MODERATE			MODERATE		
Subsidence	UNLIKELY	LIMITED			LIMITED		
Tornado	HIGHLY LIKELY	MAJOR			MAJOR		
Wildfire	LIKELY	MODERATE			MODERATE		
Winter Storm	HIGHLY LIKELY	MODERATE			MODERATE		
<i>Technological</i>							
Dam Failure	UNLIKELY	LIMITED			LIMITED		
Energy/Fuel Shortage	OCCASIONAL	MODERATE			MODERATE		
Hazmat/Oil Spill (fixed site)	HIGHLY LIKELY	MODERATE			MODERATE		
Hazmat/Oil Spill (transport)	UNLIKELY	MODERATE			MODERATE		
Major Structural Fire	HIGHLY LIKELY	MAJOR			MAJOR		
Nuclear Facility Incident	UNLIKELY	MODERATE			MODERATE		
Water System Failure	LIKELY	MODERATE			MODERATE		
<i>Security</i>							
Civil Disorder	HIGHLY LIKELY	MODERATE			MODERATE		
Enemy Military Attack	UNLIKELY	MAJOR			MAJOR		
Terrorism	UNLIKELY	MAJOR			MAJOR		
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely							

3. Outside assistance will be available in most emergency situations affecting TTUHSC. Since it takes time to summon external assistance, it is essential to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, fire inspections, utilization of NOAA Weather Radio (and other means of severe weather notification), and increased security where needed can prevent or reduce disaster related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve readiness to manage emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of the TTUHSC emergency management program are to provide for the planning and resources necessary to protect the health, safety, and welfare of the members of the TTUHSC community and to preserve both public and private property.

B. General

1. It is the responsibility of TTUHSC, within its power and limitations, to protect public health and safety and preserve property from the effects of hazardous events. TTUHSC has the primary role in identifying and mitigating hazards, preventing (when possible), preparing for and responding to, and managing the recovery from emergency, disaster, and/or catastrophic situations that affect the community.
2. It is impossible for government to do everything that is required to protect the lives and property of the population. Therefore, members of the community have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid in managing emergencies. TTUHSC will join with local agencies to assist members of the community in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. By statute, local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve objectives, TTUHSC has organized an emergency program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses prevention, mitigation, preparedness, response, and recovery). This plan is one element of TTUHSC preparedness activities.
5. This plan is based on an all-hazards approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the campus community during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating guidelines that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based on the concept that the emergency functions that must be performed by many departments and agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material

resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. Where possible, the personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks. However, it must be noted that many of the services provided by TTUHSC must continue during the response to the emergency/disaster.

8. Through Texas Tech University System Board of Regents action (August 2007), TTUHSC has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-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.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, and to minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, TTUHSC will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

TTUHSC will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from the TTUHSC Administration, local officials, and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system (ICS) and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to TTUHSC and local officials (if necessary), identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the TTUHSC EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary

warnings to the campus community. As the potential threat becomes clearer and a specific impact site or sites are identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander. There may be times when it is beneficial to request assistance from the local EOC. An example would be the use of a Mobile Operations Vehicle (MOV) and/or Mobile Operations Trailer (MOT).

3. Source and Use of Resources.

- a. Where possible TTUHSC will use internal resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance from the TTUS, other jurisdictions, organized volunteer groups, or the State of Texas, if internal resources are insufficient or inappropriate. It should be noted that TTUHSC is totally dependent on the local responders for Fire Service, Search and Rescue Operations, and Hazardous Material Response(s) and on local responders for Emergency Medical Services (EMS). §418.102 of the Texas Government Code provides that the city and county should be the first channel through which requests for assistance be made when internal resources are exceeded. If additional resources are required, TTUHSC will, in coordination with local responders:
 - 1) Summon those resources available pursuant to standard operating practices and any applicable inter-local agreements. Attachment 6 to this plan summarizes the existing inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that have been contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups trained and active in disaster responses.
 - 4) Request assistance from industry or individuals who have resources needed to respond to the emergency situation.
- b. When external agencies respond to an emergency situation within the TTUHSC jurisdiction, it is expected that they will conform to the guidance and direction provided by the TTUHSC incident commander in accordance with the NIMS.

D. Incident Command System (ICS)

1. TTUHSC intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.

2. The incident commander is responsible for carrying out the ICS function of command – managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies (e.g. police, fire, EMS) can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where the TTUS, other jurisdictions, the state, or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to respond to the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS – TTUHSCEOC Interface

1. For major emergencies and disasters, the TTUHSCEOC will be activated. When the TTUHSCEOC is activated, it is essential to establish a division of responsibilities between the incident command post and the TTUHSCEOC as well as the local EOC, should it also be activated. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the TTUHSCEOC.
3. The TTUHSCEOC is generally responsible for:
 - a. Providing resource support for the incident command operations.

- b. Issuing campus-wide warnings through the Public Information Officer.
 - c. Issuing instructions and providing information to the general campus community.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and it is imperative that the allocation of resources to specific field operations be coordinated through the specified EOC.

F. State, Federal, & Other Assistance

1. State & Federal Assistance

- a. If TTUHSC resources are inadequate to manage an emergency situation, assistance will be requested through TTUS to the local officials. If local resources are inadequate to manage an emergency situation, assistance will be requested from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, assistance should be requested through TTUS to COL and LCT before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who may be located/contacted through the Department of Public Safety District Offices. See Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance should be made by the TTUHSC President through the TTUS Chancellor. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval by the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA). For major emergencies and disasters for which a United States Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRF* addresses the federal response to major incidents involving radioactive materials.
- b. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- c. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, TTUHSC will use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. Should it become necessary, as in the event of a major riot or major incident of civil disorder, the Chancellor of the TTUS through the local Mayor and/or the County Judge may request the Governor issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Chancellor of the TTUS may request that the Mayor and/or the County Judge issue by executive order or proclamation a declaration of local state of disaster. The Mayor and/or County Judge may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:

- 1) Suspending procedural laws and rules to facilitate a timely response.
- 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster. Restricting the movement of people and occupancy of premises.
- 3) Prohibiting the sale or transportation of certain substances.
- 4) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Activities by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all five phases of emergency management.

- a. Prevention

TTUHSC will conduct prevention activities as an integral part of the emergency management program. Prevention focuses on preventing the human hazard, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are activities designed to provide permanent protection from disasters. Not all disasters, particularly natural disasters, can be prevented, but the risk of loss of life and injury can be mitigated with good evacuation plans, environmental planning, and design standards. Prevention should be a pre-disaster activity, although prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The prevention program is outlined in Annex P, Prevention and Hazard Mitigation.

- b. Mitigation

TTUHSC will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The mitigation program is outlined in Annex P, Prevention and Hazard Mitigation.

- c. Preparedness

TTUHSC will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included

in the emergency management program are:

- 1) Providing emergency equipment and facilities. Emergency planning, including maintaining this plan, its annexes, and appropriate SOGs.
- 2) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other TTUHSC and local officials, and volunteer groups who assist during emergencies.
- 3) Conducting periodic drills and exercises to test plans and training.

d. Response

TTUHSC will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

e. Recovery

If a disaster occurs, TTUHSC will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the campus community and provide for the basic needs of that campus community. Long-term recovery focuses on restoring the campus community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, food distribution, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. The recovery program is outlined in Annex J, Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. The TTUHSC governance organization for emergencies includes an executive policy group, emergency services, and support services. Attachment 3 depicts the emergency organization.

2. Emergency Management Executive Policy Group

The TTUHSC Emergency Management Executive Policy Group (EMEPG) provides guidance and direction for emergency management programs and for emergency response and recovery operations.

The EMEPG for the TTUHSC Lubbock campuses will typically be composed of the TTUHSC President, the TTUHSC EMC, the TTUSEMC, the TTU Police Chief, the TTUS Vice Chancellor and General Counsel for the TTUS and members of the President's Cabinet as the President may deem necessary.

The Executive Policy Group may be called on to assist the TTUHSC EMEPG at the discretion of the President of TTUHSC or the Chancellor of the TTUS as the situation may dictate.

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at the scene of an incident and will remain in charge until released or relieved by the appropriate authority.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of TTUHSC officials, department heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive

Policy Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Policy Group Responsibilities

a. The President:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provide direction where appropriate.
- 3) Shall communicate and consult with the Chancellor of the TTUS immediately or as soon as reasonably possible.
- 4) Will, with the assistance of the Public Information Officer, keep the campus community informed during emergency situations.
- 5) At the direction of the TTUS Chancellor and with the assistance of the TTUS Vice Chancellor and General Counsel for the TTUS, request that the Mayor and/or the County Judge declare a local state of disaster and/or through the Mayor and/or the County Judge request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 6) At the direction of the TTUS Chancellor, request assistance from the local agencies and/or the State when necessary.
- 7) Direct activation of the TTUHSCEOC and/or the TTUEOC.

b. The TTUHSCEMC will:

- 1) Serve as the staff advisor to the President on emergency management matters.
- 2) Keep the President apprised of the TTUHSC preparedness status and emergency management needs and maintain this plan.
- 3) Implement the policies and decisions of the governing body relating to emergency management.
- 4) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 5) Assign emergency management program tasks to departments and agencies.
- 6) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 7) Coordinate the operational response of local emergency services.

- 8) Coordinate activation of the TTUHSCEOC and/or the TTUEOC and supervise its operation.
- c. The TTUSEMC will:
- 1) Serve as the staff advisor to the TTUS Chancellor, the TTUHSC President, and TTUHSC Emergency Management Coordinator on emergency management matters. May also advise the TTUHSC President in the absence of the TTUHSC Emergency Management Coordinator.
 - 2) Keep the TTUS Chancellor and the TTUHSC President (in the absence of the TTUHSC Emergency Management Coordinator) apprised of preparedness status and emergency management needs.
 - 3) Coordinate local planning and preparedness activities with the local agencies as well as other appropriate officials.
 - 4) Arrange appropriate training for local emergency management personnel and emergency responders.
 - 5) Coordinate with the TTUHSCEMC periodic emergency drills and exercises to test the plan and training.
 - 6) Coordinate the activation and management of the TTUHSCEOC with the TTUHSC President and the TTUHSCEMC, develop procedures for its operation, and conduct training for those who staff it.
 - 7) Coordinate activation of the TTUEOC when required.
 - 8) Perform regular liaison with the state emergency management staff and local emergency management personnel.
4. Common Responsibilities
- All emergency services and support services will:
- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
 - b. Develop and maintain SOGs for emergency tasks.
 - c. Provide trained personnel to staff the incident command post and TTUHSCEOC and/or the TTUEOC and conduct emergency operations.
 - d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
 - e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the TTUHSCEOC and/or the TTUEOC.
5. Emergency Services Responsibilities

- a. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
 - 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
 - 1) Primary responsibility for this function is assigned to the TTPD Chief, who will prepare and maintain Annex A (Warning) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the campus community through available warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
 - 1) Primary responsibility for this function is assigned to the TTUHSC Chief Information Officer, who will prepare and maintain Annex B (Communications) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available within the local area and determine the connectivity and interoperability of those systems.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
 - 1) Primary responsibility for this function is assigned to the local Fire Chief/Fire Marshal, who will prepare and maintain Annex D (Radiological Protection), a copy of which will be contained in this plan along with the supporting SOGs. The TTUHSC Director of Safety Services and/or the TTUHSC Radiation Safety Officer (RSO) will work closely with the local Fire Chief and Fire Marshal in implementing this function.

- 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
 - 1) Primary responsibility for this function is assigned to the TTPD Chief who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been called for or may in the future be necessary and determine the amount of the population at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - c) Develop simplified planning guidelines for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Perform evacuation planning for special needs facilities (e.g. clinics, classrooms)
- f. Firefighting.
 - 1) Primary responsibility for this function is assigned to the City Fire Chief/Fire Marshal, who will prepare and maintain Annex F (Firefighting), a copy of which will be contained in this plan. The TTUHSC Fire Marshal will coordinate and communicate with the Fire Chief and Fire Marshal as necessary to implement this function.
 - 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.

- e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.
- g. Law Enforcement.
- 1) Primary responsibility for this function is assigned to the TTPD Chief, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.
- h. Health and Medical Services.
- 1) Primary responsibility for this function is assigned to the TTUHSC Chair of Family and Community Medicine and the TTUHSC Director of Student Health Services who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care and Emergency Medical Services (EMS) support during emergency situations.
 - b) Campus community health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders for the campus.
 - e) Coordinate with local Medical Examiner the collection, identification,

and interment/disposition of deceased victims.

i. Direction and Control.

- 1) Primary responsibility for this function is assigned to the TTUHSCEMC and the TTUSEMC, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Direct and control TTUHSC Resources.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District Director.
 - c) Maintain the TTUHSCEOC in an operating mode or be able to convert the designated facility space into an operable TTUHSCEOC rapidly.
 - d) Assign representatives, by title, to report to the TTUHSCEOC and/or the TTUEOC and develop procedures for crisis training.
 - e) Develop and identify the duties of the staff, use of displays and message forms, and procedures for TTUHSCEOC and/or TTUEOC activation.
 - f) Coordinate the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill.

- 1) The primary responsibility for this function is assigned to the local Fire Chief and Fire Marshal, who will prepare and maintain the COL's Annex "Q" (Hazardous Material & Oil Spill Response), a copy of which will be contained in this plan. The TTUHSC Fire Marshal and the TTUHSC Director, Safety Services will work closely with the Fire Chief/Fire Marshal to coordinate this function.
- 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas (e.g., Hot Zone, Cool Zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOGs.
 - e) Determine areas at risk and which public protective actions, if any, should be implemented.

- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - g) Determine when affected areas may be safely reentered.
 - k. Search & Rescue.
 - 1) Primary responsibility for this function is assigned to the local Fire Chief/Fire Marshal, who will prepare and maintain the COL's Annex F (Firefighting), a copy of which will be contained in this plan.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the TTPD Chief, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and campus community awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notifications of terrorist incidents are made to state and federal authorities.

6. Support Services Responsibilities

a. Emergency Public Information.

- 1) Primary responsibility for this function is assigned to the TTUHSC Director of Communications, who will prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC).

- b) Conduct on-going hazard awareness and campus community education programs.
- c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the campus community during emergency situations and respond to questions relating to emergency operations
- d) Provide information to the media and the public during emergency situations.
- e) Arrange for media briefings.
- f) Compile print and photo documentation of emergency situations.

b. Recovery.

- 1) Primary responsibility for this function is assigned to the TTUS Vice Chancellor for Facility, Planning and Construction, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist (Electrical, HVAC, Plumbing).
 - b) If damages are beyond the system's capability to manage, compile information for use by local elected officials in requesting state or federal disaster assistance.
 - c) If eligibility for state or federal disaster assistance is determined, coordinate with state and federal agencies to carry out authorized recovery programs.

c. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the TTUHSC Vice President of Facilities & Safety Services (VPF&SS). in conjunction with the Assistant Vice President for Physical Plant Operations and the Director of Grounds Maintenance for Texas Tech University, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other campus facilities.
 - c) Direct temporary repair of vital facilities.

- d) Restore minor damage to campus roads.
 - e) Restore waste treatment and disposal systems.
 - f) Arrange for debris removal.
 - g) General damage assessment support.
 - h) Building inspection support.
 - i) Provide specialized equipment to support emergency operations.
 - j) Support traffic control and search and rescue operations.
- d. Energy and Utilities.
- 1) Primary responsibility for this function is assigned to the TTUHSC Vice President of Facilities & Safety Services (VPF&SS) in conjunction with the TTUHSC Managing Director of Physical Plant Operations, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore campus utilities.
 - e) Monitor recovery activities of privately-owned utilities.
- e. Resource Management.
- 1) Primary responsibility for this function is assigned to the TTUHSC EMC and the TTUSEMC who will coordinate the management of internal resources with the TTUHSC Vice President for Facilities and Safety Services (VPFSS) who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locate supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.

- d) Work with TTUHSC Purchasing Department to establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Work with TTUHSC Associate Vice President for Human Resources to establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.
 - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - i) Maintain records of emergency-related expenditures for purchases and personnel.
- f. Human Services.
- 1) Primary responsibility for this function is assigned to the TTUHSC Associate Vice President for Human Resources who will prepare and maintain Annex O (Human Services) of this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
 - b) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
- g. Prevention and Hazard Mitigation.
- 1) The primary responsibility for this function is assigned to the TTUHSC EMC and to the TTUSEMC, who will prepare and maintain Annex P (Prevention and Hazard Mitigation) to this plan and supporting SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Identify beneficial pre-disaster prevention and hazard mitigation projects and seek approval to implement such projects.
 - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster prevention and hazard mitigation program.

h. Transportation.

- 1) The primary responsibility for this function is assigned to the TTUHSCEMC working in coordination with the TTUHSC Managing Director of Parking Services, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Identify local public and private transportation resources and coordinate their use in emergencies.
 - b) Coordinate deployment of transportation equipment to support emergency operations.
 - c) Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.

i. Donations Management.

- 1) The primary responsibility for this function is assigned to the TTUS Vice Chancellor for Institutional Advancement, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Compile resource requirements identified by the Resource Management staff.
 - b) Solicit donations to meet known needs.
 - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
 - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

j. Legal.

- 1) The primary responsibility for this function is assigned to the TTUS Vice Chancellor and General Counsel for the TTUS, who will prepare and maintain Annex U (Legal) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
 - a) Advise TTUHSC and TTUS officials on their emergency powers and procedures for invoking those measures.
 - b) Review and advise TTUHSC and TTUS officials on possible legal issues

arising from disaster operations.

- c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
- d) Advise TTUHSC and TTUS officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

VII. DIRECTION AND CONTROL

A. General

1. The TTUHSC President is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with NIMS.
2. The TTUHSCEMC and the TTUSEMC will provide overall direction of the response activities of all departments. During major emergencies and disaster, they will normally carry out those responsibilities from the TTUEOC and/or TTUHSCEOC.
3. The TTUHSCEMC and the TTUSEMC will co-manage the activated EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating guidelines to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.
6. If TTUHSC resources are insufficient or inappropriate to respond to an emergency situation, assistance may be requested from TTUS, other jurisdictions, organized volunteer groups, or the State. The process for requesting State or Federal assistance is covered in section V.F. (State, Federal, & Other Assistance) of this plan; see also the Request for Assistance form in Annex M. External agencies are expected to conform to the general guidance and direction provided by TTUHSC senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, the TTUHSCEOC will be activated, and is located in BA111 suite, 3601 4th Street Lubbock, TX 79430
3. The following individuals are authorized to activate the EOC:
 - a. The TTUHSC President or designee

4. The general responsibilities of the TTUHSCEOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow TTUHSC officials to make informed decisions on courses of action.
 - b. Work with representatives of emergency services to determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations
 - d. Provide emergency information to the campus community.
 - e. Provide a safe campus for Patients and Visitors.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the TTUHSCEOC. TTUHSCEOC operations are addressed in Annex N (Direction and Control). The interface between the TTUHSCEOC and the incident command post is described in paragraph V.E. (ICS – TTUHSCEOC Interface) of this plan.
6. The Alternate TTUHSCEOC is located in TTUPD Building at 2901 4th St in Lubbock, Tx 79430. This facility will be used if the primary TTUEOC becomes unusable.

C. Lines of Succession

1. The line of succession for the TTUHSC President will be determined by the TTUHSC President, if possible, and by the TTUS Chancellor in the event that the TTUHSC President is unavailable.
2. The line of succession for the TTUS Chancellor will be determined by the TTUS Chancellor, if possible, and by the Chairman of the TTUS Board of Regents in the event that the TTUS Chancellor is unavailable.
3. The line of succession for the TTUHSCEMC is:
 - a. Sr. Director, TTUHSC Safety Services, Emergency Management Director
 - b. Director, TTUHSC Safety Services
 - c. TTUHSC Fire Marshal
 - d. TTUHSC Vice President of Facilities & Safety Services.
4. The lines of succession for each department head shall be in accordance with the SOGs established by those departments.

VIII. READINESS LEVELS

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A four-tier readiness system is used by TTUHSC. Readiness Levels will be determined by the TTUHSC President or, for certain circumstances, the TTUSEMC. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOGs.
- B.** The following Readiness Levels will be used as a means of increasing the alert posture.
1. Level 4: Normal Conditions
 - a. Emergency incidents occur and officials are notified. One or more departments or agencies respond to the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of TTUHSC are not affected.
 2. Level 3: Increased Readiness
 - a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
 - 1) Tornado Watch: indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 2) Flood Watch: indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 3) Wildfire Threat: During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 4) Mass Gathering: For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
 - b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.
 3. Level 2: High Readiness
 - a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree

of warning to the campus community. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- 1) Tornado Warning: Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the TTUEOC, continuous situation monitoring, and notifying the campus community about the warning.
 - 2) Flood Warning: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the campus community about the warning, evacuating low-lying areas, opening shelters to house evacuees, and continuous situation monitoring.
 - 3) Winter Storm Warning: Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 4) Mass Gathering: Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert and continuous situation monitoring.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to a situation where hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
- 1) Tornado Warning: Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and placing damage assessment teams on stand-by.
 - 2) Flood Warning: Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 3) Mass Gathering: Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by and all law enforcement present for duty, notifying the DDC that assistance may be needed and keeping them apprised of the situation. Continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum

Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should local resources prove to be inadequate during an emergency, requests will be made for assistance from the TTUS, TTU, or other local jurisdictions, other agencies, and industry 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. 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.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, available local resources can be readily identified through TTUHSC internal databases.
3. The agreements and contracts pertinent to emergency management that TTUHSC and TTUS are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If TTUHSC is responsible for a release of hazardous materials of a type or quantity that must be reported to state and/or federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the TTUHSCEOC when an on-going emergency incident appears likely to worsen and assistance may be needed from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the TTUHSCEOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

TTUHSC is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures. A

member of the President's Administrative Cabinet will coordinate the record keeping functions.

- a. Activity Logs. The Incident Command Post and the TTUHSCEOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the campus community.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation or disaster, vital records must be protected. Vital records may include legal

documents as well as other critical records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each individual responsible for preparation of annexes to this plan will include protection of vital records in SOGs.

- b. If records are damaged during an emergency situation, TTUHSC will seek professional assistance to preserve and restore them.

D. Training

It is the responsibility of the TTUHSC President to ensure that TTUHSC personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, physical and medical fitness, and capability for any positions they are tasked to fill.

It is the responsibility of each department head and/or agency director to ensure that departmental/agency personnel, in accordance with the NIMS and as directed by the TTUHSC President, possess the level of training, experience, credentialing, physical and medical fitness, and capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Should TTUHSC and/or TTUS become aware of any such complaints, the TTUS General Counsel will be notified and the consumer will be referred to the COL City Attorney, if appropriate, and to the Chief of the Civil Division of the Lubbock Criminal District Attorney's Office, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The TTUHSC President, the TTUHSC EMC and the TTUSEMC are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After-Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan (IP) will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency, and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The TTUHSC President is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The TTUHSC President and the TTUHSC EMC shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the TTUS Chancellor, the TTUSEMC, the TTUEOC,

and other emergency facilities.

2. The Texas Tech University Health Sciences Center Emergency Management Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it.

C. Review

In accordance with Texas Education Code, Section 51.217, the Plan and its annexes shall be reviewed annually by TTUHSC officials. The TTUHSC President, the TTUHSC EMC, and the TTUSEMC will establish a schedule for annual review of planning documents by those tasked to prepare and maintain them. In addition, TTUHSC shall conduct a safety and security audit of the institution's facilities at least once every three years, and shall report the results of the safety and security audit to the TTUS Board of Regents and the Texas Division of Emergency Management.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and drills or exercises and when changes in threat hazards, resources and capabilities, or governing structure occur.
2. The Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the TTUHSC EMC and the TTUSEMC. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B. (Assignment of Responsibilities), as well as in each annex.
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. Texas Government Code §418.043(4) provides that TDEM shall review **local emergency management plans**.

TTUHSC is a **state agency** and is not currently required to submit this plan to TDEM or to the COL or LCT. However, in the spirit of cooperation and acting in the interest of the members of the community, TTUHSC will provide the COL Mayor and the LCT County Judge copies of the TTUHSC Emergency Management Plan, including any revisions or updates.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

ATTACHMENT 1 DISTRIBUTION LIST
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<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
President, TTUHSC	Y	All
TTUHSC EVPFA	Y	All
Chancellor, TTUS	Y	All
TTUSEMC	Y	All
TTUEMC	Y	All
TTPD	Y	All
TTUHSC AVPPPSS	Y	All
Mayor, City of Lubbock (COL)	Y	All
County Judge, Lubbock County Texas (LCT)	Y	All
TTUHSC Safety Services	Y	All
TTUHSC Physical Plant	Y	All
TTUHSC LARC	Y	All

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Division of Emergency Management, *Local Emergency Management Planning Guide*, TDEM-10
2. Texas Department of Public Safety, Division of Emergency Management, *Disaster Recovery Manual*, TDEM-62
3. Texas Department of Public Safety, Division of Emergency Management, *Mitigation Handbook*, TDEM-21
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*, September 1996
6. U. S. Department of Homeland Security, National Response Framework (NRF), January 2008
7. 79th Texas Legislature, House Bill 3111
8. Texas Education Code Section 51.217
9. 34 CFR §668.46 "Institutional Security Policies and Crime Statistics"

**ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER ORGANIZATIONAL CHART

ATTACHMENT 4 **EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy and Utilities	Resource Management	Direction & Control	Human Services	Prevention and Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	Animal Response Plan
County Judge/Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	
Asst. to Judge/City Manager									P	S			S							S			
TTUHSC EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S		P	S
Fire Service	S	S	S	P	S	P							S	S		S	P	S		S		S	
Public Works		S	S	S	S		S			S	P	S	S	S		P	S	S				S	S
Utilities		S								S		P	S	S		S	S			S		S	S
Health & Medical Services			S	S	S			P					S	S	S		S	S	S	S		S	
Human Services			S		S								S		P	S				S		S	
Community Services			P	S	S								S	S	S					P		S	
Human Resources													P							S			
Finance Officers										P			S			S				S			S
Transportation			S		S								S		S		S		P			S	S
General Counsel					S								S			S				S	P	S	S
Search & Rescue					S									S				P				S	
LARC																							P

P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C – INDICATES COORDINATION RESPONSIBILITY

ATTACHMENT 5 ANNEX ASSIGNMENTS
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ANNEX	ASSIGNED TO:
Annex A: Warning	TTU Police Chief
Annex B: Communications	TTUHSC Chief Information Officer
Annex C: Shelter & Mass Care	TTUHSC EMC and TTUSEMC
Annex D: Radiological Protection	Local Fire Chief/COL Fire Marshal
Annex E: Evacuation	TTU Police Chief
Annex F: Firefighting/Search and Rescue	Local Fire Chief/COL Fire Marshal
Annex G: Law Enforcement	TTU Police Chief
Annex H: Health and Medical Services	TTUHSC Chair of Family and Community Medicine and TTU Director Student Health Services
Annex I: Public Information	TTUHSC Director of Communications
Annex J: Recovery	TTUS Vice Chancellor Facilities, Planning, & Construction
Annex K: Public Works & Engineering	TTUHSC Assistant VP for Physical Plant & Support Services
Annex L: Energy and Utilities	TTUHSC Assistant VP for Physical Plant & Support Services
Annex M: Resource Management	TTUHSC Assistant Vice President of Human Resources
Annex N: Direction & Control	TTUHSC EMC and TTUSEMC
Annex O: Human Services	TTUHSC Assistant Vice President of Human Resources
Annex P: Prevention and Hazard Mitigation	TTUHSC Safety Services
Annex Q: Hazardous Materials & Oil Spill Response	Local Fire Chief/COL Fire Marshal and TTUHSC Safety Services
Annex R: See Annex F	Local Fire Chief/COL Fire Marshal
Annex S: Transportation	TTUHSC EMC, TTUSEMC, and TTU Managing Director of University Parking Services
Annex T: Donations Management	TTUS Vice Chancellor for Institutional Advancement
Annex U: Legal	TTUS Vice Chancellor and General Counsel
Annex V: Terrorist Incident Response	TTU Police Chief
Annex W: Animal Response Plan	TTUHSC Veterinarian

ATTACHMENT 6 SUMMARY OF AGREEMENTS & CONTRACTS

Agreements

Description: **City of Lubbock Interlocal Cooperation Agreement**

Summary of Provisions: Agreement to create a mechanism for cooperation in coping with emergencies when TTUS or either of its Lubbock component institutions (TTU and TTUHSC) are unable to provide the necessary resources or when the City is unable to provide the necessary resources.

Officials Authorized to Implement: TTUS Chancellor; TTUHSC President

Costs:

Copies Held By:

Description: **Lubbock County Texas Partner Agreement**

Summary of Provisions: Lubbock County, as the state-designated local emergency coordinating body, will make county resources available to TTUHSC during an emergency when TTUHSC and the City of Lubbock are unable to provide the necessary resources.

Officials Authorized to Implement: TTUS Chancellor; TTUHSC President

Costs:

Copies Held By:

Description: **City of Lubbock Memorandum of Agreement for Closed Point of Dispensing (POD) Sites**

Summary of Provisions: Agreement to create a mechanism for cooperation and coordination in establishing a TTUS Closed Point of Dispensing (POD).

Officials Authorized to Implement: TTUS Chancellor; TTUHSC President

Costs:

Copies Held By:

Contracts

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY
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A. BACKGROUND

1. The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. **Command and Management.** The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System (ICS). A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources, including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven direct reports. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) *Use of Position Titles.* All ICS positions have distinct titles.
- f) *Reliance on an Incident Action Plan.* The Incident Action Plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) *Integrated Communications.* Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) *Accountability.* ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) *Unified Command* is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) *ICS Unified Command* is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified Command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An *Area Command* is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
 - b. Multiagency Coordination Systems. Multi-agency coordination systems may be required for incidents that require higher-level resource management or information management. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. Public Information. The NIMS system fully integrates the ICS *Joint Information System (JIS)* and the *Joint Information Center (JIC)*. The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the U.S. Department of Homeland Security (DHS) publication, *National Incident Management System*, dated December 2008.
- 2. **Preparedness**. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- 3. **Resource Management**. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
- 4. **Communications and Information Management**. Adherence to NIMS-specified standards by all agencies ensures interoperability and compatibility in communications and information management.
- 5. **Supporting Technologies**. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
- 6. **Ongoing Management and Maintenance**. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.