## RECORD OF CHANGES

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<thead>
<tr>
<th>Date</th>
<th>Change Entered By:</th>
<th>Document Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Feb 09</td>
<td>D. Agans</td>
<td>Insertion of record of changes, line of succession, and additional minor edits</td>
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<tr>
<td>13 Oct 11</td>
<td>L. Sanchez</td>
<td>Annual update</td>
</tr>
<tr>
<td>15 Apr 12</td>
<td>L. Sanchez</td>
<td>Annual update and reorganization of CEMP per HB 1831</td>
</tr>
<tr>
<td>12 Feb 13</td>
<td>L. Sanchez</td>
<td>Annual update – Edits based on L363 lessons learned</td>
</tr>
<tr>
<td>29 May 13</td>
<td>L. Sanchez</td>
<td>Annex list update and confidentiality statement</td>
</tr>
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<td>3 April 14</td>
<td>L. Sanchez</td>
<td>Annual update</td>
</tr>
<tr>
<td>4 April 14</td>
<td>T. Merritt</td>
<td>Updated Cover, ERT Member List &amp; Organizational Chart</td>
</tr>
<tr>
<td>15 Apr 15</td>
<td>L. Sanchez</td>
<td>Annual update</td>
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LETTER OF PROMULGATION

The UTSA Office of Emergency Management has developed and implemented this Comprehensive Emergency Management Plan (CEMP), which meets all standards set forth by the Texas Division of Emergency Management. The CEMP has been prepared to facilitate the most effective and efficient response effort for the benefit and protection of the UTSA community during a campus crisis.

While no plan can completely prevent, deter, or mitigate a critical incident, good plans carried out by knowledgeable and well-trained people can and will reduce losses. The CEMP – Basic Plan establishes the emergency organization structure, policies, procedural overviews, and provides a coordination foundation for additional response planning efforts, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS).

Detailed within the plan is the framework for coordination and full mobilization of university assets and response personnel. This affirms the university’s vision to prepare for, respond to, recover from, and mitigate the effects of disasters at UTSA. Personnel and departments assigned specific emergency tasks have a working knowledge of their roles, responsibilities, and actions described herein. Departments not tasked with specific emergency action items are also required to conduct business continuity planning to ensure a rapid and decisive continuation of normal university operations.

An annual assessment and review of the CEMP will be conducted, and periodic exercises will test components of the plan for effectiveness and to ensure university preparedness. University administration supports this plan, and asks that all students, faculty, and staff to do their part to address emergency response at The University of Texas at San Antonio. Together, we make UTSA a safe place to work, live, and learn.

The UTSA Comprehensive Emergency Management Plan is hereby approved. The plan takes effect immediately and supersedes all previous editions.

Dr. Ricardo Romo,
UTSA President

Steve Barrera,
UTSA Chief of Police

Lorenzo D. Sanchez,
UTSA Director of Emergency Management
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I. AUTHORITY

FEDERAL

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- Emergency Management and Assistance, 44 CFR
- Homeland Security Act of 2002
- National Incident Management System (NIMS)
- National Response Framework

STATE

- Texas Government Code, Chapter 418 (Emergency Management)
- Texas Government Code, Chapter 421 (Homeland Security)
- Texas Government Code, Chapter 433 (State of Emergency)
- Texas Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Governor Relating to Emergency Management
- Executive Order of the Governor Relating to the National Incident Management System
- Texas Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategic Plan, Part III, February 2004
- UT System Policy UTS172, Emergency Management
- Texas Education Code, Chapter 51, Section 51.217 (HB 1831)
- Texas Education Code, Chapter 51, Section 51.218 (HB 2758)

LOCAL

- City Ordinance #67229, dated June 2, 1988 (Emergency Management Program) and San Antonio City Code Article 8 Section II
- City Ordinance #101347, September 2005 (National Incident Management System Adopted)
- UTSA Executive Memo, Business Continuity Program, November 2, 2012 – President Romo
II. PURPOSE & MISSION

PURPOSE

The Comprehensive Emergency Management Plan (CEMP) establishes policies, procedures, roles and responsibilities, and an organizational structure for addressing emergencies of a magnitude to cause a significant disruption of The University of Texas at San Antonio (UTSA) and describes the roles and responsibilities of departments, schools, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. An emergency may be sudden and without warning; therefore, these procedures are designed to be flexible and scalable to ensure available resources can sustain incident response to emergencies on campus. The guidelines and procedures set forth in this plan apply to all university personnel, students, visitors, and businesses operating on UTSA property.

Through the use of annexes, this plan provides guidelines for the stabilization and recovery from emergencies at UTSA that may impact university-wide campus operations. These include emergency instructions and references in a concise format for those individuals designated to manage University resources. This plan is intended to provide a framework for more specific functional annexes and standard operating guidelines and procedures that describe in more detail who does what, when, and how.

UTSA has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive 5 (HSPD-5). Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

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, 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, the university will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

MISSION

The University is committed to respond to any emergency situation in a safe, effective, and timely manner. University personnel and equipment will accomplish its responsibilities according to these priorities:

- Priority 1: Protection of Human Life
- Priority 2: Incident Stabilization
- Priority 3: Support of Health, Safety, and Basic Care Services
- Priority 4: Protection and Security of University Assets
• Priority 5: Maintenance of University Services
• Priority 6: Assessment of Damages
• Priority 7: Restoration of Essential Campus Operations
• Priority 8: Restoration of General Campus Operations

III. EXPLANATION OF TERMS

ACRONYMS

AAR        After Action Report
ARC        American Red Cross
BCEM       Office of Business Continuity & Emergency Management
COSA       City of San Antonio
DHS        Department of Homeland Security
DPS        Department of Public Safety
DTC        Downtown Campus
EOC        Emergency Operations Center
ERT        Emergency Response Team
FBI        Federal Bureau of Investigation
FEMA       Federal Emergency Management Agency
GO         General Orders
HAZMAT     Hazardous Materials
HSPD       Homeland Security Presidential Directive
IC         Incident Commander
ICP        Incident Command Post
ICS        Incident Command System
ITC        Institute of Texan Cultures
JIC        Joint Information Center
MACC       Multi-agency Coordination Center
MOU        Memorandum of Understanding
NFPA       National Fire Protection Association
NIMS       National Incident Management System
NRF        National Response Framework
OSHA       Occupational Safety & Health Administration
PEAC       President’s Emergency Advisory Council
PIO        Public Information Officer
POC        Point of Contact
SAMHD      San Antonio Metro Health District
SAOEM      San Antonio Office of Emergency Management
SOP        Standard Operating Procedures
TDEM       Texas Division of Emergency Management
UTSA       The University of Texas at San Antonio
UT System  The University of Texas System
IV. SITUATION & ASSUMPTIONS

SITUATION

This plan is a comprehensive, all-hazards emergency management plan. It outlines the mitigation, preparedness, response, and recovery steps of university personnel and resources for emergency situations and is consistent with established practices relating to coordination of resources through the use of the National Incident Management System (NIMS). The University will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation, and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The University must prepare for three different scenarios with the potential to affect its operations. These are:

- **Incidents occurring within the University** – These are incidents where University personnel are expected to take a leadership role in the management of all aspects of the incident including the direction of mutual aid responders and resources/assets.
- **Incidents outside the University but affecting its operations** – These are incidents in the surrounding community with minimal effect on campus but may influence a decision to suspend some or all campus activities.
- **Incidents outside the University not affecting its operations** – These are incidents in the surrounding community with no impact on the ability of the University to continue its operations but the University may be asked to render assistance to one or more local agencies.

There are several types of emergency scenarios that may confront the University and cause activation of this plan. They include, but are not limited to:
# UTSA Hazard Impact Matrix

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th>Likelihood of Occurrence</th>
<th>Estimated Impact on Public Health &amp; Safety</th>
<th>Estimated Impact on Property</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Hazard</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drought/Heat Wave</td>
<td>Highly Likely</td>
<td>Limited to Moderate</td>
<td>Limited</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Flooding</td>
<td>Highly Likely</td>
<td>Moderate to Major</td>
<td>Moderate to Major</td>
</tr>
<tr>
<td>Hurricane/Tropical Storm</td>
<td>Occasional</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Tornado</td>
<td>Occasional</td>
<td>Moderate to Major</td>
<td>Moderate to Major</td>
</tr>
<tr>
<td>Wildfire</td>
<td>Unlikely</td>
<td>Limited</td>
<td>Limited to Moderate</td>
</tr>
<tr>
<td>Winter/Ice Storm</td>
<td>Occasional</td>
<td>Major</td>
<td>Moderate to Major</td>
</tr>
<tr>
<td>Pandemic/Public Health</td>
<td>Occasional</td>
<td>Moderate to Major</td>
<td>Limited to Moderate</td>
</tr>
<tr>
<td><strong>Technological Hazard</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical System Failure</td>
<td>Occasional</td>
<td>Limited to Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hazardous Material Spill</td>
<td>Occasional</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Major Structural Fire</td>
<td>Occasional</td>
<td>Limited</td>
<td>Moderate to Major</td>
</tr>
<tr>
<td>Water System Failure</td>
<td>Occasional</td>
<td>Limited to Major</td>
<td>Limited to Major</td>
</tr>
<tr>
<td>Loss Information Technology</td>
<td>Occasional</td>
<td>Limited to Major</td>
<td>Limited to Major</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>Occasional</td>
<td>Limited to Major</td>
<td>Limited to Major</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Occasional</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td><strong>Attack</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terrorism/Domestic</td>
<td>Occasional</td>
<td>Major</td>
<td>Limited to Major</td>
</tr>
</tbody>
</table>
PLANNING ASSUMPTIONS

This Comprehensive Emergency Management Plan provides a realistic approach to the problems likely encountered during a major emergency or disaster. Therefore, the following assumptions are made and should be used as general guidelines in such an event:

- An incident may occur at any time of the day, night, weekend, or holiday with little or no warning.
- The succession of events in an incident is not predictable. Therefore, published operational plans, such as the ones included in this plan, should serve only as a guide and a checklist. They may require modifications to meet the requirements of the emergency.
- A campus emergency or disaster may be declared if information indicates conditions are developing or probable.
- Incidents may be community-wide. Local emergency response agencies may request the University to prepare for and carry out disaster response and short-term recovery operations.
- Proper mitigation actions, such as floodplain management, and fire inspections/drills, 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 our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

The University of Texas at San Antonio has adopted the National Incident Management System as the official emergency response operations framework. As mandated by the National Incident Management System (NIMS), the university uses the Incident Command System (ICS) as its management structure during any operational phase of an incident within the scope of this plan. The Incident Command System facilitates the University’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. Through this approach, UTSA engages in a comprehensive and consistent emergency management program, utilizing standard response structures to meet the unique needs of the university community.

EMERGENCY ORGANIZATIONAL COMPONENTS

The University’s emergency response program consists of two functional components:

1. President’s Emergency Advisory Council (PEAC)
2. Emergency Response Team (ERT)

The President’s Emergency Advisory Council (PEAC)

President’s Emergency Advisory Council (PEAC) will consist of the President, Provost, Vice President of Business Affairs, Vice President of Student Affairs, Chief of Police, and the University Communications
representative. The PEAC is the decision-making body with authority to set policy and assist with major decisions during an emergency that disrupts the operation of the university. Members coordinate with local, state, and federal leaders, including non-governmental organizations, during major disasters and related incidents.

**EMERGENCY RESPONSE TEAM (ERT)**

The Emergency Response Team (ERT) is activated as needed to manage the University’s response to an emergency incident as determined by the Director of Emergency Management in consultation with the Chief of Police, Vice President of Business Affairs, and the President of the University. The Director has responsibility for managing support functions of the incident as per the requests of the Incident Commander. The Incident Commander has the responsibility of the onsite tactical management of the incident; this position is assumed by the most qualified emergency responder on-scene as the situation warrants. The IC will interface with the UTSA Emergency Operations Center (EOC) through the EOC Operations Section Chief and UTSA Director of Emergency Management.

The ERT functions from the UTSA Emergency Operations Center during emergency situations. It is equipped with multiple phone/data connections and visual displays for information collection and dissemination. The UTSA Primary EOC has back-up generator power and controlled accessibility.

**UNIVERSITY ACTIONS BY PHASES OF EMERGENCY MANAGEMENT**

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

A. **Mitigation** - UTSA will conduct mitigation activities as an integral part of our emergency management program to prevent or lessen the impact of a disaster at the university. This is an effort to reduce the loss of life and property by lessening the impact of disasters. University officials and designees regularly engage in mitigation practices to reduce vulnerability and risk to campus operations, such as funding life safety programs, conducting risk assessments, construction/renovation projects, and related initiatives.

B. **Preparedness** - UTSA will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:
   - Providing limited emergency equipment and facilities.
   - Emergency planning, including maintaining this plan (annual review), its annexes, and reviewing appropriate SOPs/SOGs.
   - Conducting or arranging appropriate training for emergency responders, emergency management personnel, other University officials, and volunteer groups who assist during emergencies.
   - National Incident Management System training is mandatory for university officials that directly support the UTSA response and recovery as members of the PEAC, ERT, or first responders.
C. **Response** - We 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 information, search and rescue, as well as other associated functions.

D. **Recovery** - If a disaster occurs, we 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 University and provide for the basic needs of the University community. Long-term recovery focuses on restoring the University 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, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

**VI. ORGANIZATION & ROLES AND RESPONSIBILITIES**

The University of Texas at San Antonio has adopted the National Incident Management System and the Incident Command System as its emergency response protocol. The ICS approach facilitates an effective response by allowing for a flexible, scalable command and control structure to determine university resources and assets pertinent to address an incident.

In order to implement the ICS structure, UTSA has developed an Emergency Operations Center (EOC) at the Police Department. Furthermore, the Office of Business Continuity and Emergency Management has oversight of the EOC structure, and has organized university authorities and resources according to the ICS structure. The following table outlines the UTSA incident command structure:

**A. UNIVERSITY PRESIDENT**

This plan is promulgated under the authority of the President of the University. The President is the final approving authority of the Comprehensive Emergency Management Plan. The President or an official designee will make all decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, and the President or the official designee will make the final decision when declaring a State of Emergency.

In the event the President of the University is unable to perform the duties of the office his designee will be assigned in the following Order of Succession:

1. Provost
2. Vice President of Business Affairs
3. Vice President of Student Affairs
B. PRESIDENT’S EMERGENCY ADVISORY COUNCIL (PEAC)

The President’s Emergency Advisory Council (PEAC) will provide advice to the university President or designee when setting policy and assisting with major decisions during an emergency that significantly affects the operations of the University. The PEAC would provide counsel in incident stabilization involving major expenditures or policy decisions beyond the authority of the Emergency Operations Center Director and as needed to complete stabilization. The PEAC has a significant role in deciding university policy issues during an emergency that disrupts the operation of the university.

Many incidents require a multi-agency and/or multi-jurisdictional response. Members of the PEAC must be aware of the National Incident Management System (NIMS) and Multi-Agency Coordination Systems (MACS) functions to ensure cooperative response efforts.

C. CHIEF OF POLICE

The Chief of Police serves as an advisor to the University President, the PEAC, and other University personnel for emergency mitigation information. The Chief of Police acts as a liaison between the University President, the PEAC, the Emergency Operations Center, and the Incident Commander. If it is a non-police matter the Chief of Police will work in conjunction with the leadership of the affected department. The Chief of Police is also an active member of the PEAC. The Chief of Police acts as oversight for during pre-planning coordination of the Comprehensive Emergency Management Plan and its annexes. The Chief of Police is the designating authority for the Incident Commander.
D. DIRECTOR OF EMERGENCY MANAGEMENT

The Director of Emergency Management is the Emergency Manager during emergency campus operations. The Emergency Manager serves as the Manager of the Emergency Operations Center and the Emergency Response Team. The Emergency Manager serves as the principal informational conduit to the Chief of Police and the President’s Emergency Advisory Council for emergency management information. The Emergency Manager also serves as the Coordinator of the Emergency Management Planning Committee and is responsible for the pre-planning coordination of the Comprehensive Emergency Management Plan and its annexes. The Emergency Manager works in support and in consultation with the Incident Commander and Emergency Operations Director during an actual incident.

E. EMERGENCY RESPONSE TEAM (ERT)

Under the oversight of the Director of Business Continuity & Emergency Management, members of the Emergency Response Team (ERT) will represent university interests from a multi-disciplinary approach.

ERT personnel are organized under the Incident Command System and are pre-designated by the head of each respective department. Each ERT position will be assigned a primary and an alternate member, as noted in the EOC Table of Organization (see Figure 1). ERT members will not be assigned conflicting emergency duties. ERT members must have decision making authority within their respective areas. This group is responsible for the execution of the Comprehensive Emergency Management Plan during an emergency situation and reports to the Director of Business Continuity & Emergency Management. ERT personnel are selected from the University community who are fully trained and qualified to hold their assigned positions. Ideally, they will be senior management personnel from functional areas of the University having critical Comprehensive Emergency Management Plan execution responsibilities. The ERT has a significant tactical support role during an emergency incident.

ERT personnel are responsible for the evaluation of information from various sources during an actual event and advising the Incident Commander. Team members are responsible for the writing, review and discussion for approval of Comprehensive Emergency Management Plan components under their purview, which include corresponding checklists and annual updates.

ERT members will be designated in writing by university leadership, and will notify the Director of Business Continuity & Emergency Management of any personnel changes throughout the year. The Director of Emergency Management will notify respective Vice Presidents of the ERT change. These individuals will be designated prior to the emergency situation to ensure individuals take part and receive the mandatory emergency response training.

F. UNIVERSITY INCIDENT COMMANDER

The Incident Commander is responsible for all actions associated with the on-site incident response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident, and delegate responsibilities to command and general staff personnel. The Incident Commander has the full authorization to implement the operational and tactical aspects of this Emergency Management Plan.
G. FLOOR CAPTAIN SAFETY LIAISON (FCSL) TEAM MEMBERS

Floor Captain Safety Liaisons are pre-identified volunteer staff and faculty for university facilities. They are responsible for the pre-planning and activation of plan elements under their purview and as determined in Building Emergency Plans (BEP). Building Captain Safety Liaisons will be selected from among volunteer area/floor captains and act as the primary information conduit and action officer with the Emergency Operations Center for their area of responsibility. Building and Floor Captain Safety Liaisons must be seen as leaders during emergency operations. To further expedite emergency plans, Departmental Representatives will be pre-identified as needed to expedite information flow from separate departments to Floor Captain Safety Liaisons, Building Captain Safety Liaisons, and the EOC as seen in Table 6 of this plan.

In conjunction with the UTSA Office of Emergency Management, Building Captains are required to:

- Develop evacuation plans for his/her building
- Assign personnel to perform various evacuation functions
- Maintain a written copy of the building evacuation plan
- Conduct periodic evacuation drills
- Revise the evacuation plan as necessary
- Coordinate Train Floor / Departmental Captains in specific duties

All positions require annual refresher training in emergency response roles and responsibilities conducted by the UTSA Office of Emergency Management.

FLOOR CAPTAIN SAFETY LIAISON — ORGANIZATION CHART
H. FACULTY AND STAFF

Faculty members and staff are seen as leaders by students and their peers and should be prepared to direct them to assembly areas in the event of an emergency. Every member of the Faculty and Staff should be familiar with applicable emergency plans by familiarizing themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action.

All Faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems. Additionally, all staff and faculty will participate in annual fire drills and/or emergency alarm activations as the circumstances dictate. Scheduled drills are conducted by the Office of Environmental Health, Safety, and Risk Management (EHSRM) of each campus facility on an annual basis. These drills test the response capabilities of students, faculty, and staff, and all reports are documented by EHSRM.

It is the responsibility of all university faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

I. STUDENT

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to quickly and thoroughly assess situations and use commonsense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

VII. DIRECTION & CONTROL

EMERGENCY RESPONSE

The University of Texas at San Antonio Police Department operates on a continuous basis and has the primary responsibility for monitoring emergency threats and events. The Police Department is always available to receive emergency communications from official and public sources and the on-duty Shift Supervisor is fully trained to follow ICS guidelines and established standard operating procedures for emergency response. When an emergency warrants, first responders will immediately establish an incident command post and notify the Director of Business Continuity & Emergency Management and Command Staff. The Shift Supervisor will retain incident command until properly relieved and will determine the appropriate level of response.

Provisions of the Comprehensive Emergency Management Plan, University Standard Operating Procedures, Departmental Plans, and UTSAP General Orders will guide the Incident Commander in controlling the incident and if appropriate, transfer command to the Emergency Operations Center. The
The University of Texas at San Antonio  
CEMP – Basic Plan

BCEM Director will provide guidance for the emergency management program, which includes coordinating university emergency response operations and recovery activities.

Plan activation begins at the discretion of the Incident Commander, but will generally occur once the Chief of Police in conjunction with the Vice President of Business Affairs assesses the incident. In the event of any campus incident or declared local, state, or federal emergency, a recommendation will be made by the Chief of Police in consultation with the Vice President of Business Affairs and the University President on a plan of action regarding campus operations or closures.

On activation, designated members of the Campus Emergency Response Team will be notified to report to the designated Emergency Operations Center (EOC). The EOC Director or Emergency Manager will instruct the Operations/Planning Section Chief to complete the Incident Action Plan and Situation Report (SITREP) to review the circumstances of the emergency with the other staff members. This will include the release of information to the University community regarding the impending threat or emergency situations by the Public Information Officer and the EOC Director with the approval of the University President.

The EOC will be maintained in a state of readiness by the Director of Business Continuity and Emergency Management. The EOC normally serves as the centralized, well-supported location for everyday emergency management coordination. Response activities and work assignments may be planned, coordinated, and delegated from the EOC. The EOC is located in the UTSA Police Department Headquarters on the Main Campus.

During activation the EOC is responsible for information collection and dissemination. The EOC is responsible for preparing and disseminating the following reports:

- **Initial Emergency Report** – A short report prepared and transmitted when an on-going emergency incident appears likely to escalate, whereby additional assistance may be requested. This report will be disseminated to other direction & control facilities, key decision-makers, and other jurisdictions if necessary.
- **Situation Report** – A daily or shift change situation report will be prepared and distributed during major emergencies. The EOC will prepare the overall daily report. Each ICS section should prepare a specific document for their area.
- **Log of Events** – The EOC and the Incident Command Post will maintain an accurate Log of Events recording key response activities, including:
  - Activation or deactivation of emergency facilities.
  - Emergency notifications to university or outside agencies.
  - Significant changes in the emergency situation.
  - Major commitments of resources or requests for additional resources.
  - Issuance of protective action recommendations to the public.
  - Evacuations.
  - Casualties.
  - Containment or termination of the incident.
- **After Actions Report (AAR)** – Following the conclusion of any significant emergency event or exercise, emergency management will conduct a post-incident or exercise review. Review
may be conducted in the form of a meeting or by requesting written inputs from participants regarding problems observed and recommendations for improvement. If circumstances warrant, emergency management may publish a written report.

**DECLARATION PROCESS & REQUEST FOR ASSISTANCE**

If necessary, the UTSA Director of Emergency Management, in coordination with the Chief of Police and the Office of University Communications, will prepare a Declaration of a State of Disaster (See Annex J – Recovery) for the University President’s approval and signature. This information will be transmitted to the Mayor for the City of San Antonio through the San Antonio Office of Emergency Management.

Additionally, as a state agency, UTSA is permitted to seek assistance from the Texas Department of Public Safety (TXDPS) through the Disaster District Chairperson (DDC). The DDC is an agent of the TXDPS assigned to coordinate state resources with local jurisdictions and organizations.

**VIII. READINESS LEVELS**

There are four levels or types of emergency activation:

**LEVEL IV – MONITORING AND ASSESSMENT:** The UTSA Emergency Operations Center is in a state of operational readiness. No incidents or emergencies have been reported, but the UTSAPD Office of Business Continuity & Emergency Management will actively monitor local conditions.

**LEVEL III – MINOR INCIDENT:** A Minor Incident is defined as a local event with limited impact which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.

**LEVEL II – EMERGENCY & PARTIAL EOC ACTIVATION:** An emergency is defined as a serious incident that significantly disrupts one or more operations of the University. Multiple University resources are involved; components of the Comprehensive Emergency Management Plan would be activated as necessary.

**LEVEL I – DISASTER & FULL EOC ACTIVATION:** A disaster is defined as a very serious incident which seriously impairs or halts the operations of the University. The Comprehensive Emergency Management Plan is fully activated. Full coordination with City, County, and State emergency resources may be necessary to stabilize the incident on campus.
LEVEL OF INCIDENT AND RESPONSE MATRIX

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th>University Activities by Impact Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimal and localized. Most University activities not impacted</td>
</tr>
<tr>
<td>Faculty, Staff, and Students</td>
<td>Site-specific -- localized impact Injuries possible</td>
</tr>
<tr>
<td>Media Coverage</td>
<td>None expected or limited local coverage</td>
</tr>
<tr>
<td>Public and Government Concern</td>
<td>Limited</td>
</tr>
<tr>
<td>Incident Command</td>
<td>Limited or none</td>
</tr>
<tr>
<td>President’s Emergency Advisory Council</td>
<td>None</td>
</tr>
<tr>
<td>Emergency Response Team</td>
<td>Limited or none</td>
</tr>
</tbody>
</table>

IX. ADMINISTRATION & SUPPORT

EMERGENCY CONTRACTS

The University of Texas at San Antonio maintains emergency agreements and contracts for utilization during campus incidents.

The agreements and contracts include:

1. Memorandum of Understanding with the San Antonio Police Department that specifies the law enforcement or emergency circumstances and conditions or where UTSA can request assistance from the SAPD and similarly when UTSAPD will assist SAPD. The agreement was most recently utilized in an active shooter practical exercise on August 19, 2014.
2. UT System Mutual Aid Agreement that comprises an agreement between all UT System Academic and Health institutions to provide emergency support and recovery assistance during natural disasters or events causing a disruption of campus operations.

3. Emergency service agreements and contracts utilized by UT System Office of Risk Management to support operations required by the UT System Mutual Aid Agreement.

The Office of Emergency Management maintains electronic and hardcopies of each agreement, which can be provided upon request.

**INCIDENT REPORTS & AFTER ACTION REPORTS**

During a campus emergency, Planning Section Chief, under the direction of the Incident Commander or BCEM Director, maintains an incident action plan (IAP) to document university responses to campus emergencies. This includes tactical information, planning documents, maps, finance and administrative forms, and all related documentation. The BCEM office maintains all records related to emergency response on a secure, limited access server. See the direction and control section of the Basic Plan for additional information on emergency reports.

Post emergency, the BCEM office conducts after action review sessions of university response, and develops an After-Action Report & Implementation Plan (AAR/IP). These documents detail incident response operations, lessons learned, best practices, and action items. All emergency documentation is retained and preserved in hardcopy within the Emergency Operations Center, and electronically on secure, limited access servers.

**GOVERNMENT RECORD RETENTION & PRESERVATION**

The University of Texas at San Antonio (UTSA) recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule in compliance with all state and federal laws and related regulations. All official records will be retained for the retention periods stated in UTSA’s certified Records Retention Schedule. After the specified period of time, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures.

**NIMS COMPLIANCE TRAINING**

National Incident Management System training is mandatory for university officials that directly support the UTSA response and recovery as members of the PEAC, ERT, or first responders.

This training can be accomplished through online training or classroom instruction.

1) PEAC – IS 402
2) ERT & all first responder supervisors – IS 100, IS 200, ICS 300, ICS 400, IS 700, IS 800
3) Front line first responders & Dispatch personnel – ICS 100, ICS 200, ICS 700 & ICS 800
4) Conducting periodic drills and exercises to test our plans and training.
The University of Texas at San Antonio has also adopted the City of San Antonio – NIMS Implementation Plan and related training requirements outlined within the document. The BCEM office maintains an electronic and hardcopy of the NIMS Implementation Plan.

X. PLAN DEVELOPMENT & MAINTENANCE

During the emergency planning process, the Director of Business Continuity & Emergency Management will act as the coordinator of the Emergency Management Planning Team in the development and/or review stages of the Comprehensive Emergency Management Plan and its annexes. This team will consist of the primary or secondary members of the Emergency Response Team to facilitate a multidisciplinary approach to the planning process. All members of the Emergency Management Planning Team will review the plan prior to its coordination with the President’s Emergency Advisory Council. Final approval of the University of Texas at San Antonio Comprehensive Emergency Management Plan rests with the President of the University or his designee.

The CEMP shall be reviewed and updated by the UTSA Office of Business Continuity & Emergency Management in accordance with University of Texas System policies and state statutes. Official copies of the CEMP will be distributed in electronic version to the Emergency Response Team and related stakeholders before the start of each academic year. This plan is promulgated under the authority of the President of the University.

EMERGENCY RESPONSE ANNEXES

Incidents occurring at The University of Texas at San Antonio may require the assistance of personnel and equipment resources of the University of Texas System, City of San Antonio, Bexar County, and other response agencies. The resources of these local and state response agencies may be needed to stabilize the incident and begin necessary recovery efforts. Lead units/departments of the University will be expected to coordinate with these external resources within their respective emergency support functions during the response and recovery efforts.

Individual functional areas within the University will develop response plans to specific types of incidents to identify key personnel and define specific responsibilities and procedures to mitigate the specific threat, determine equipment and supply needs to support their emergency functions, train response personnel, and provide guideline for demobilization and recovery operations.

To further promote and organize university response capabilities, this Comprehensive Emergency Management Plan, in addition to the Basic Plan, has 22 emergency response annexes. These annexes outline different response procedures, such as the warning function (Annex – A) to sheltering and mass care (Annex – C), to terrorism response (Annex – V). UTSA has adopted select emergency response annexes from the City of San Antonio and Bexar County, as the University does not have all emergency services onsite. Under state law, all annexes are confidential per §418.177 Texas Government Code and are not for public distribution.
Specialized Departmental Plans

Several offices have critical responsibilities during emergency situations. These offices are recommended to have an individual Departmental Operations Plans that outlines their specific tasks for the duration of the incident. The Incident Commander may work with the Department Manager to determine appropriate staffing, alternate means of communications, security, essential services, and operational guidelines necessary for continued business operations deemed necessary during the incident.

Specialized Departmental Plans are recommended from the following Departments:

- Office of the President
  - Legal Affairs
- Student Affairs
  - Student Affairs Response Team
  - Housing and Residence Life
  - Health Services
- Business Affairs Office
  - Office of Finance & Administration
  - Auxiliary Services
  - Environmental Health, Safety & Risk Management
  - University Police Department
  - Human Resources
  - Facilities Services
  - Parking & Transportation
- Academic Affairs
- Child Development Center
- Office of Information Technology
- University Communications

Facility Assessments, Formerly Building Emergency Plans

These are building or area specific plans developed to reduce the risk of life or property loss through preparation for foreseeable events. At a minimum they will address emergency response, Building Captain appointment letters, and evacuation routes. These plans are location specific plans written by the Building Captain who is designated by the Office of Business Continuity & Emergency Management from among those locations Floor Captains. These plans are written in coordination with the UTSAPD Office of Business Continuity & Emergency Management and approved by the UTSAPD, BCEM and EHSRM.
UTSA EMERGENCY PLANNING PROCESS

CAMPUS EMERGENCY MANAGEMENT PLANNING STRATEGIES MATRIX

<table>
<thead>
<tr>
<th>MITIGATION</th>
<th>PREPAREDNESS</th>
<th>RESPONSE</th>
<th>RECOVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Threat &amp; Risk Analysis Program</td>
<td>• Training and Exercise Schedule</td>
<td>• PEAC</td>
<td>• Reconstruction</td>
</tr>
<tr>
<td>• Vulnerability Assessments</td>
<td>• Emergency Preparedness Website</td>
<td>• ERT</td>
<td>• Program Restoration</td>
</tr>
<tr>
<td>• Safety/Security Plans and Guidelines</td>
<td>• Community Outreach Program Development</td>
<td>• Emergency Response Annexes</td>
<td>• Business Continuity Planning</td>
</tr>
<tr>
<td>• University and Department Safety Committee Attendance</td>
<td>• Faculty, Staff, &amp; Student Newcomer’s Emergency Preparedness Orientation</td>
<td>• Special Departmental Plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hazard Specific Informational Handouts</td>
<td>• Building Emergency Plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Floor Captain Safety Liaison Program</td>
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</tbody>
</table>