



# **EMERGENCY MANAGEMENT PLAN**


**TTUHSC EL PASO**

**BASIC PLAN**

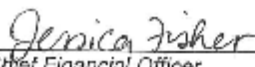
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**APPROVAL & IMPLEMENTATION**  
**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**  
**EMERGENCY MANAGEMENT PLAN**  
**Basic Plan**

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

  
\_\_\_\_\_  
President  
Texas Tech University Health Sciences Center El Paso

10/26/2021  
Date

  
\_\_\_\_\_  
Chief Financial Officer  
Texas Tech University Health Sciences Center El Paso

10/26/2021  
Date

  
\_\_\_\_\_  
Managing Director Physical Plant and Support Services  
Texas Tech University Health Sciences Center

Oct 22, 21  
Date

  
\_\_\_\_\_  
Emergency Management Coordinator  
Texas Tech University Health Sciences Center El Paso

Oct 10, 2021  
Date

ATTACHMENT A  
HSCEP OP 76.01  
March 3, 2015  
REV. OCTOBER 10, 2021

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# RECORD OF CHANGES

## Texas Tech University Health Sciences Center El Paso

### EMERGENCY MANAGEMENT PLAN

#### Basic Plan

Change No.	Date of Change	Change Entered By	Date Entered
01	04/09/2014	Jose R Melchor (Added GGHSON EMEPG Representative; Attachment 8)	04/09/2014
02	04/25/2014	Jose R Melchor (Added Sr. Director Com. & Mkt. EMEPG Representative; Attachment 8)	04/25/2014
03	03/03/2015	Jose R Melchor (Revised plan; added President TTUHSC-EP, corrected TTUHSC-EP, and updates reflecting current process)	03/03/2015
04	08/14/2015	Jose R Melchor (Revised plan; removed Communications and Marketing from plan and added Department of Development responsible officials)	08/14/2015
05	09/21/2015	Jose R Melchor (Revised plan; Updated Signature sheet; page III, Change some official names in the EMEPG; page 16; Added Academic Support Building (ASB) #6 and #32 (C - 1) change Chief Operating Officer on page 32, #3 –a Managing Director (FOM) page 33. Attachment 5 Annex I (PIO) Annex K & L Managing Director FOM)	09/21/2015
06	10/2/2015	Calvin Shanks (Revised titles in Attachment 5 Annex M and O to reflect proper nomenclature of HR director and incl COO/CFO in organization; Revised titles in Attachment 8 to reflect proper nomenclature and addition of CFO)	10/2/2015
07	01/05/2017	Jose R Melchor (Added this phrase on the II Purpose; See attachment 9 for a listing of Texas Tech University Health Science El Paso Locations covered by this Plan. Added Attachment 9, Texas Tech University Health Science EL Paso – Location covered by this Plan)	01/05/2017
08	07/10/2017	Calvin Shanks (Revised plan document throughout to reflect current position titles) (President's order of succession revised in section VII C.)	07/10/2017
09	08/21/18	Calvin Shanks (Revised plan document throughout to reflect current position titles) (President's order of succession revised in section VII C.)	08/21/18
10	7/20/2019	Calvin Shanks (Revised plan to reflect current position titles)	07/20/2019
11	9/11/2020	Calvin Shanks (revised plan to reflect current positions/titles)	9/11/2020
12	10/10/2021	Calvin Shanks (revised the following: location of EOC, President's line of succession, Attachment 1	

		listing, Attachment 3 listing, Attachment 8 roster	

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**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
EMERGENCY MANAGEMENT PLAN  
BASIC PLAN**

**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 2002
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. El Paso City Ordinance # 009036, dated May 26, 1987; Horizon City Ordinance # 060, dated October 10, 1995; Town of Clint Ordinance 88, dated November 29, 1995; City of Vinton Ordinance 095-919, dated October 3, 1995
2. Commissioner's Court Order #006, dated October 3, 1995
3. Joint Resolution between the County of El Paso and the City of El Paso, dated June 30, 1987
4. Texas Tech University System Board of Regents Resolution, August 2007
5. Texas Tech University System, Texas Tech University Health Sciences Center, and Texas Tech University Health Sciences Center El Paso 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 the Texas Tech University Health Sciences Center El Paso (TTUHSCEP). 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. The plan applies to all officials, departments, and agencies within the El Paso campuses. The primary audience for the document includes the TTUHSCEP President, TTUHSCEP Vice President for Health Affairs and other TTUHSCEP senior officials, the emergency management staff, the Texas Tech University System Emergency Management Coordinator (TTUSEMC), TTUHSCEP department and 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.

See attachment 9 for a listing of Texas Tech University Health Science El Paso Locations covered by this Plan.

## III. EXPLANATION OF TERMS

### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CEP	City of El Paso
CEPEOC	City of El Paso Emergency Operations Center
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EMEPG	Emergency Management Executive Policy Group
EOC	Emergency Operations Center
EPCT	El Paso County Texas
EPI	Emergency Public Information
EPMMRS	El Paso Metropolitan Medical Response System
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
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 Health & Safety Administration
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SOC	State Operations Center
SOGs	Standard Operating Guidelines
TCEQ	Texas Commission for Environmental Quality
TDEM	Texas Division of Emergency Management
TRRN	Texas Regional Response Network
TSA	The Salvation Army
TTUHSC	Texas Tech University Health Sciences Center (Lubbock)
TTUHSCEP	Texas Tech University Health Sciences Center El Paso
TTUHSCEMC	Texas Tech University Health Science Center Emergency Management Coordinator (Lubbock)
TTUHSCEP EMC	Texas Tech University Health Sciences Center El Paso Emergency Management Coordinator
TTUHSCEP EMEPG	Texas Tech University Health Sciences Center El Paso Emergency Management Executive Policy Group
TTUHSCEP EOC	Texas Tech University Health Sciences Center El Paso Emergency Operations Center
TTUS	Texas Tech University System
TTUSEMC	Texas Tech University System Emergency Management Coordinator

## 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. City of El Paso and El Paso County, Texas (CEP and EPCT). For purposes of this plan and its annexes, the “City of El Paso and El Paso County, Texas” means the incorporated city limits of El Paso, Texas and the unincorporated areas of El Paso County, Texas, respectively.
3. 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.

4. 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.
5. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
6. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
7. 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 Science Center El Paso Emergency Operations Center (TTUHSCEP EOC) 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 TTUHSCEP EOC 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*.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Standard Operating Guidelines. Approved methods for accomplishing a task or set of tasks. SOGs are typically prepared at the department or agency level.

<b>IV. SITUATION AND ASSUMPTIONS</b>
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**A. Situation**

The Texas Tech University Health Sciences Center El Paso (TTUHSCEP), the City of El Paso (CEP), and El Paso County, Texas (EPCT) are 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. TTUHSCEP, the CEP, and EPCT 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.

- 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.

**Figure 1  
HAZARD SUMMARY**

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Property			Estimated Impact on Business			Impact Priority
	(See below)	Limited	Moderate	Major	Limited	Moderate	Major	
<b>Natural</b>								
Drought	HIGHLY LIKELY	LIMITED			LIMITED			6
Flash Flooding	HIGHLY LIKELY	MODERATE			MAJOR			9
Earthquake	OCCASIONAL	MODERATE			MODERATE			6
Flooding (river or tidal)	LIKELY	LIMITED			MAJOR			7
Hurricane	UNLIKELY	LIMITED			LIMITED			3
Subsidence	UNLIKELY	LIMITED			LIMITED			3
Tornado	OCCASIONAL	MODERATE			LIMITED			5
Wildfire	LIKELY	LIMITED			LIMITED			5
Winter Storm	LIKELY	MODERATE			MODERATE			7
<b>Technological</b>								
Dam Failure	UNLIKELY	LIMITED			LIMITED			3
Energy/Fuel Shortage	LIKELY	LIMITED			LIMITED			5
Hazmat/Oil Spill (fixed site)	LIKELY	MODERATE			MAJOR			8
Hazmat/Oil Spill (transport)	HIGHLY LIKELY	MAJOR			MAJOR			10
Major Structural Fire	OCCASIONAL	LIMITED			MODERATE			5
Nuclear Facility Incident	UNLIKELY	LIMITED			LIMITED			3
Water System Failure	LIKELY	MODERATE			MODERATE			6
<b>Security</b>								
Civil Disorder	OCCASIONAL	LIMITED			LIMITED			4
Enemy Military Attack	UNLIKELY	LIMITED			LIMITED			3
Terrorism	LIKELY	MODERATE			MODERATE			7
<b>Health</b>								
Pandemic Outbreak	LIKELY	LIMITED			MAJOR			7
*Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely								

- Outside assistance will be available in most emergency situations affecting TTUHSCEP, the CEP, and EPCT. 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.
- 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 TTUHSCEP emergency management program are to provide for the planning and resources necessary to protect the health, safety, and welfare of the members of the TTUHSCEP community and to preserve both public and private property.

### B. General

1. It is the responsibility of TTUHSCEP, within its power and limitations, to protect public health and safety and preserve property from the effects of hazardous events. TTUHSCEP, the CEP, and EPCT have 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. TTUHSCEP will join with the CEP and EPCT 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, TTUHSCEP 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 TTUHSCEP 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 TTUHSCEP must continue during the response to the emergency/disaster.

8. Through Texas Tech University System Board of Regents action (August 2007), TTUHSCEP 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 TTUHSCEP 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.

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, TTUHSCEP 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**

TTUHSCEP 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 (Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and Ongoing Management and Maintenance). See Attachment 7 for further details on 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 TTUHSCEP 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 TTUHSCEP 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 TTUHCEP 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 CEP. 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 TTUHSCEP 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 TTUHSCEP is totally dependent on the CEP for Fire Service, Search and Rescue Operations, and Hazardous Material Response(s) and on EPCT for Emergency Medical Services (EMS). Title 4, §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, TTUHSCEP will, in coordination with CEP and/or EPCT:
  - 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 TTUHSCEP jurisdiction, it is expected that they will conform to the guidance and direction provided by the TTUHSCEP incident commander in accordance with the NIMS.

## **D. Incident Command System (ICS)**

1. TTUHSCEP intends to employ the Incident Command System (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, TTUHSCEP, 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 – TTUHSCEP EOC Interface**

1. For major emergencies and disasters, the TTUHSCEP EOC will be activated. When the TTUHSCEP EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the TTUHSCEP EOC as well as the CEPEOC, 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 TTUEOC.
3. The TTUHSCEP EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.

- b. Issuing campus-wide warnings through the Public Information Officer (PIO).
  - 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 TTUHSCEP resources are inadequate to manage an emergency situation, assistance will be requested through TTUS (when Possible) to the CEP and EPCT 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 (when Possible) to CEP and EPCT before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in El Paso. 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 TTUHSCEP President through the TTUS Chancellor to the CEP Mayor and EPCT County Judge and may be made by telephone, fax, or teletype. 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).
- b. 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.
- c. 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.
- d. 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, TTUHSCEP 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 CEP Mayor and/or the EPCT 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 CEP Mayor and/or the EPCT 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.
- 3) Restricting the movement of people and occupancy of premises.
- 4) Prohibiting the sale or transportation of certain substances.
- 5) 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 four phases of emergency management.

- a. Prevention

TTUHSCEP 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

TTUHSCEP 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

TTUHSCEP 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.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOGs, and departmental Continuity of Operations Plans (COOP).
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other TTUHSCEP and local officials, and volunteer groups who assist during emergencies.
- 4) Conducting periodic drills and exercises to test plans and training.

d. Response

TTUHSCEP 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, TTUHSCEP 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.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
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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 TTUHSCEP 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 TTUHSCEP Emergency Management Executive Policy Group (EMEPG) provides guidance and direction for emergency management programs and for emergency response and recovery operations.

The EMEPG will typically be composed of the TTUHSCEP President, the various Vice Presidents, the Deans of the various schools, the TTUHSCEP EMC, the Texas Tech Police Department (TTPD) local commander, the TTUHSCEP Associate General Counsel for the campus and members of the local campus Executive Council as the President may deem necessary. See ATTACHMENT 8 for complete listing.

The Executive Policy Group for El Paso includes the EPCT County Judge, Mayors, City Managers, Deputy Chief Administrator, and Emergency Management Coordinator.

The Emergency Management Executive Policy Group (TTUHSCEP EMEPG) may be called on to assist at the discretion of the President of TTUHSCEP or designee, and the Chancellor of the TTUS as the situation may dictate.

The TTUHSCEP EMC may be called on to assist at the discretion of the CEP Mayor and/or the EPCT County Judge. Any request for assistance of this nature should be made through the Chancellor of the TTUS.

## 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 TTUHSCEP 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 of the CEP and/or the EPCT County Judge declare a local state of disaster and/or through the Mayor of the CEP and/or the EPCT 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 CEP and EPCT and/or the State when necessary.
    - 7) Direct activation of the TTUHSCEP EOC.
  - b. The TTUHSCEP EMC will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the TTUHSCEP EOC and supervise its operation.

During an emergency, the Safety Services Department Coordinator will serve as the contact for the department and maintain the operations of the office until the emergency has been resolved.

c. The TTUSEMC (System) will:

- 1) Serve as the staff advisor to the TTUS Chancellor, the TTUHSCEP President, and TTUHSCEP Emergency Management Coordinator on emergency management matters. May also advise the TTUHSCEP President in the absence of the TTUHSCEP Emergency Management Coordinator.
- 2) Keep the TTUS Chancellor and the TTUHSCEP President (in the absence of the TTUHSCEP Emergency Management Coordinator) apprised of preparedness status and emergency management needs.
- 3) Assist in coordination (as necessary or appropriate) of local planning and preparedness activities with the CEP and EPCT as well as other appropriate officials and maintain this plan.
- 4) Arrange appropriate training for local emergency management personnel and emergency responders.
- 5) Coordinate with the TTUHSCEMC and/or the TTUHSCEP EMC periodic emergency drills and exercises to test the plan and training.
- 6) Coordinate the activation and management of the TTUHSCEP EOC with the TTUHSCEP President and the TTUHSCEP EMC, develop procedures for its operation, and conduct training for those who staff it.
- 7) Coordinate activation the TTUHSCEP EOC 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 TTUHSCEP EOC 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 TTUHSCEP EOC and/or the TTUHSCEOC.

#### 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 TTUHSCEP PD local commander, 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 TTUHSCEP Sr. Director Communications and Marketing and/or designee, 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 City of El Paso Fire Chief/City of El Paso Fire Marshal, who will prepare and maintain the CEP's Annex D (Radiological Protection), a copy of which will be contained in this plan along with the supporting SOGs. The TTUHSC Senior Director of Safety Services and/or the local TTUHSCEP Safety Services Manager(s) will work closely with the CEP Fire Chief and the CEP Fire Marshall 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 TTUHSCEP PD local commander, 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 of El Paso Fire Chief/City of El Paso Fire Marshal, who will prepare and maintain the CEP's Annex F (Firefighting), a copy of which will be contained in this plan. The TTUHSCEP Fire Marshal will coordinate and communicate with CEP 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 TTUHSCEP PD local commander, 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 TTUHSCEP Chair of Family and Community Medicine 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 EPCT 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 TTUHSCEP EMC, 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 TTUHSCEP Resources.
    - b) Maintain coordination with neighboring jurisdictions and the Disaster District serving El Paso County (located in the Department of Public Safety District Office in El Paso).
    - c) Maintain the TTUHSCEP EOC in an operating mode or be able to convert the designated facility space into an operable TTUHSCEP EOC rapidly.
    - d) Assign representatives, by title, to report to the TTUHSCEP EOC and develop procedures for crisis training.
    - e) Develop and identify the duties of the staff, use of displays and message forms, and procedures for TTUHSCEP EOC 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 CEP Fire Department Special Operations Chief, who will prepare and maintain the CEP's Annex "Q" (Hazardous Material & Oil Spill Response), a copy of which will be contained in this plan. The TTUHSCEP Fire Marshal will work closely with CEP Fire Department Special Operations Chief 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 CEP Fire Chief, who will prepare and maintain the CEP'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 TTUHSCEP PD local commander, 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. Shelter and Mass Care.
    - 1) Primary responsibility for this function is assigned to the TTUHSCEP EMC and the TTUSEMC, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOGs.
    - 2) Emergency tasks to be performed include:
      - a) Perform emergency shelter and mass care planning.
      - b) Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups.
  - b. Emergency Public Information.
    - 1) Primary responsibility for this function is assigned to the TTUHSCEP Associate Vice Chancellor for Institutional Advancement, 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.
- c. 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.
    - b) Assess and compile information on damage to property and needs of disaster victims and formulate and carry out programs to fill those needs.
    - c) 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.
    - d) If eligibility for state or federal disaster assistance is determined, coordinate with state and federal agencies to carry out authorized recovery programs.
- d. Public Works & Engineering.
- 1) Primary responsibility for this function is assigned to the TTUHSCEP Vice President for Finance and Administration in conjunction with the TTUHSCEP Managing Director of Physical Plant and Support Services (MDPPSS) 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 damaged 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.
- e. Energy and Utilities.
- 1) Primary responsibility for this function is assigned to the TTUHSCEP Vice President for Finance and Administration in conjunction with the TTUHSCEP Managing Director of Physical Plant and Support Services (MDPPPSS), 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.
- f. Resource Management.
- 1) Primary responsibility for this function is assigned to the Vice President for Finance and Administration and the TTUHSCEP EMC who will coordinate the management of internal resources with the TTUHSCEP Managing Director for Physical Plant and Support Services (MDPPPSS), 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 TTUHSCEP Purchasing Department to establish emergency purchasing procedures and coordinate emergency procurements.

- e) Work with TTUHSCEP Assistant 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.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the TTUHSCEP Assistant 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) Identify emergency feeding sites.
  - b) Identify sources of clothing for disaster victims.
  - c) Secure emergency food supplies.
  - d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
  - e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
  - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Prevention and Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the TTUHSCEP EMC and to the TTUHSCEP Managing Director for Physical Plant and Support Services (MDPPSS), 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.
- i. Transportation.
  - 1) The primary responsibility for this function is assigned to the TTUHSCEP Managing Director Physical Plant and Support 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.
- j. Donations Management.
  - 1) The primary responsibility for this function is assigned to the TTUS Vice Chancellor for Institutional Advancement, and Assistant Vice Chancellor in El Paso, 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.
- k. Legal.

- 1) The primary responsibility for this function is assigned to the TTUS Vice Chancellor and General Counsel for the TTUS, and Senior Associate General Counsel for TTUHSCEP who will prepare and maintain Annex U (Legal) to this plan and supporting SOGs.
- 2) Emergency tasks to be performed include:
  - a) Advise TTUHSCEP and TTUS officials on their emergency powers and procedures for invoking those measures.
  - b) Review and advice TTUHSCEP 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 TTUHSCEP and TTUS officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- I. Directors and Department heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Chancellor.

## 7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with local government. TTUHSCEP Assistant Vice President for Human Resources will coordinate the need for volunteer services with the City of El Paso EOC and their Volunteer Center.

- 1) The American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The American Red Cross also provides feeding for emergency workers.

- 2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

- 3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

#### 4) RACES

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations as directed by the EPCT County Judge.

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. The TTUHSCEP 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 the NIMS.
2. The TTUHSCEP EMC will provide overall direction of the response activities of all departments. During major emergencies and disaster, responsibilities will normally be carried out by TTUHSCEP EMEPG.
3. The TTUHSCEP EMC will manage the TTUHSCEP 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 procedures to be followed during response operations, but inter-agency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.
6. If TTUHSCEP resources are insufficient or inappropriate to respond to an emergency situation, assistance may be requested from TTUS, other jurisdictions, organized volunteer groups, or (through the CEP Mayor and/or EPCT County Judge) 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 TTUHSCEP 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 TTUHSCEP EOC will be activated, and is located in the MSB2 5<sup>th</sup> Floor President's Conference Room, 222 Rick Francis, Drive, El Paso, Texas 79905.
3. The following individuals are authorized to activate the EOC:
  - a. The TTUHSCEP President or designee(s)
  - b. The TTUHSCEP EMC
  - c. The TTUSEMC
  - d. The TTUHSCEP PD local commander
  - e. Members of the TTUHSCEP EMEPG
4. The general responsibilities of the TTUHSCEP EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow TTUHSCEP 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. Suspend or curtail government services, recommend the closure of the campuses and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the campus community.
  - g. Provide a safe campus for Patients and Visitors.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the TTUHSCEP EOC. TTUHSCEP EOC operations are addressed in Annex N (Direction and Control). The interface between the TTUHSCEP EOC and the incident command post is described in paragraph V.E. (ICS – TTUHSCEP EOC Interface) above.
6. TTUHSCEP has identified the TTUHSCEP EOC as located in MSB2 5<sup>th</sup> floor- President's Conference Room. The alternate EOC will be located on the 2<sup>nd</sup> floor of the Medical Center of the Americas building and will be used if the primary TTUHSCEP EOC becomes unusable.
7. TTUHSCEP may have access to a mobile command center (MOV and/or MOT), operated by the CEP or EPCT, which may be used as an incident command post.



### C. Lines of Succession

1. The line of succession for the TTUHSCEP President will be determined by the TTUHSCEP President, if possible, and by the TTUS Chancellor in the event that the TTUHSCEP President is unavailable. In the absence of the President, the identified successors are the TTUHSCEP Provost followed by the TTUHSCEP Vice President, Finance and Administration (CFO).
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 TTUHSCEP EMC is:
  - a. Managing Director, Physical Plant and Support Services
  - b. The TTUHSCEP PD local commander
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 TTUHSCEP. Readiness Levels will be determined by the TTUHSCEP 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 TTUHSCEP 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) Flash 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 TTUHSCEP EOC, continuous situation monitoring, and notifying the campus community about the warning.
  - 2) Flash 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) Flash 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 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 TTUHSCEP internal databases.
3. The agreements and contracts pertinent to emergency management that TTUHSCEP, and TTUS are a party to are summarized in Attachment 6.

### **B. Reports**

1. Hazardous Materials Spill Reporting. If TTUHSCEP 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 TTUHSCEP EOC 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 TTUHSCEP EOC 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**

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

- a. Activity Logs. The Incident Command Post and the TTUHSCEP EOC 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, PLFSOM will seek professional assistance to preserve and restore them.

## D. Training

It is the responsibility of the TTUHSCEP President to ensure that TTUHSCEP 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 TTUHSCEP 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 TTUHSCEP and/or TTUS become aware of any such complaints, the TTUS General Counsel will be notified and the consumer will be referred to

the El Paso City/County Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

#### **F. Post-Incident and Exercise Review**

The TTUHSCEP President, the TTUHSCEP EMC, and 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**

#### **A. Plan Development**

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

#### **B. Distribution of Planning Documents**

1. The TTUHSCEP President and the TTUHSCEP 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 TTUHSC President, the TTUHSCEP EMC, the TTUHSCEP EOC, and other emergency facilities.
2. The Texas Tech University Health Sciences Center El Paso 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 TTUHSCEP officials. The TTUHSCEP President, the TTUHSCEMC, the TTUHSCEP EMC, and the TTUSEMC will establish a schedule for annual review of planning documents by those tasked to prepare and maintain them. In addition, TTUHSCEP 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

TTUHSCEP 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, and TTUHSCEP is a **state agency** and is not currently required to submit this plan to TDEM or to the CEP or EPCT. However, in the spirit of cooperation and acting in the interest of the members of the community, TTUHSCEP will provide the CEP Mayor and the EPCT County Judge copies of the TTUHSCEP 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
8. El Paso Emergency Management Executive Policy Group
9. Complete listing of TTUHSCEP Locations Complying with this Plan



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<b>ATTACHMENT 1 DISTRIBUTION LIST</b>
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<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
President, TTUHSCEP		
Chancellor, TTUS	Y	All
TTUSEMC	Y	All
TTPD	Y	All
TTPD – El Paso	Y	All
TTUHSCEP Vice President, Academic Affairs	Y	All
TTUHSCEP Vice President, Finance and Administration (CFO)	Y	All
TTUHSCEP Managing Director Physical Plant and Support Services	Y	All
TTUHSCEP EMC	Y	All
CEPEMC/EPCTEMC	Y	All
County Judge, El Paso County Texas (EPCT)	Y	All
TTUHSCEP EMEPG	Y	All

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## ATTACHMENT 2 REFERENCES

1. Texas Department of Campus Community Safety, Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Division of Emergency Management, *Mitigation Handbook*
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*
6. U. S. Department of Homeland Security, National Response Framework
7. 79<sup>th</sup> Texas Legislature, House Bill 3111
8. Texas Education Code Section 51.217
9. 34 CFR §668.46 “Institutional Security Policies and Crime Statistics”

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**ATTACHMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**Texas Tech University Health Sciences Center El Paso ORGANIZATIONAL CHART**

**TEXAS TECH UNIVERSITY SYSTEM ORGANIZATIONAL CHART**

**CITY OF EL PASO ORGANIZATIONAL CHART**

**EL PASO COUNTY ORGANIZATIONAL CHART**

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**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	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response
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		
TTUHSCEP EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S		P
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
Energy and Utilities		S								S		P	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								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		
Transportation			S		S								S		S		S		P			S
General Counsel					S								S			S				S	P	S
Search & Rescue					S									S				P				S

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



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**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	TTUHSCEP PD – El Paso
Annex B: Communications	TTUHSCEP Associate Vice Chancellor – Office of Institutional Advancement
Annex C: Shelter & Mass Care	TTUHSCEP EMC and TTUSEMC
Annex D: Radiological Protection	CEP Fire Marshal/ CEP Fire Chief
Annex E: Evacuation	TTUHSCEP PD – El Paso
Annex F: Firefighting/Search and Rescue	CEP Fire Chief/CEP Fire Marshal
Annex G: Law Enforcement	TTUHSCEP PD – El Paso
Annex H: Health and Medical Services	TTUHSCEP Associate Dean for Clinical Affairs
Annex I: Public Information	TTUHSCEP Associate Vice Chancellor – Office of Institutional Advancement
Annex J: Recovery	TTUS Vice Chancellor Facilities, Planning, & Construction
Annex K: Public Works & Engineering	TTUHSCEP Managing Director of Physical Plant and Support Services
Annex L: Energy and Utilities	TTUHSCEP Managing Director Physical Plant and Support Services
Annex M: Resource Management	TTUHSCEP Vice President, Finance and Administration (CFO), and TTUHSCEP Assistant Vice President Human Resources
Annex N: Direction & Control	TTUHSCEP EMC and TTUSEMC
Annex O: Human Services	TTUHSCEP Assistant Vice President Human Resources
Annex P: Prevention and Hazard Mitigation	TTUHSCEP Department of Safety Services
Annex Q: Hazardous Materials & Oil Spill Response	CEP Fire Marshal/ CEP Fire Chief, TTUHSCEP Safety Services
Annex R: See Annex F	CEP Fire Chief/CEP Fire Marshal
Annex S: Transportation	TTUHSCEP EMC and Property Inventory and Fleet Management Coordinator
Annex T: Donations Management	TTUS Vice Chancellor for Institutional Advancement
Annex U: Legal	TTUS Vice Chancellor and General Counsel
Annex V: Terrorist Incident Response	TTUHSCEP Police Department and TTU Police Chief

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**ATTACHMENT 6  
SUMMARY OF AGREEMENTS & CONTRACTS**

**Agreements**

*Description:*  
*Summary of Provisions:*  
*Officials Authorized to Implement:*  
*Costs:*  
*Copies Held By:*

*Description:*  
*Summary of Provisions:*  
*Officials Authorized to Implement:*  
*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:*

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<b>ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY</b>
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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 includes 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.



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**ATTACHMENT 8  
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
EMERGENCY MANAGEMENT EXECUTIVE POLICY GROUP**

The TTUHSCEP EMERGENCY MANAGEMENT EXECUTIVE POLICY GROUP (EMEPG) provides guidance and direction for emergency management programs and for emergency response and recovery operations.

The following is a list of those individuals participating in this group:

<b>Title:</b>
1. TTUHSCEP President
2. Provost and Vice President for Academic Affairs
3. Assistant Vice President for Clinical Administration
4. Assistant Vice President for Finance and Administration (CFO)
5. Assistant Vice President for Research
6. PLFSOM Associate Dean for Clinical Affairs
7. WLHSODM Dean
8. Dean Gayle Greve Hunt School of Nursing
9. Dean GSBS
10. Chair, Department of Surgery
11. Senior Associate General Counsel
12. Assistant Vice President, Information Technologies (CIO)
13. Assistant Vice President for Human Resources
14. Assistant Vice President for Institutional Compliance
15. Managing Director for Physical Plant
16. Lieutenant TTUHSCEP Police
17. Emergency Management Coordinator
18. Assistant Vice President, Student Services Student Engagement
19. Office of Institutional Advancement



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**ATTACHMENT 9  
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
LOCATIONS**

The following is a list of those Locations complying with this Plan:

Building	Address	Location
TEXAS TECH MEDICAL CENTER (CLINICAL SCIENCE BUILDING, CSB)	4801 ALBERTA AVE	EL PASO, TEXAS 79902
EL PASO PSYCHIATRIC CENTER	4615 ALAMEDA AVE	EL PASO, TEXAS 79902
FAMILY MEDICINE CENTER AT KENWORTHY	9849 KENWORTHY ST.	EL PASO, TEXAS 79902
TEXAS TECH PHYSICIANS AT HAGUE	125 WEST HAGUE STE. 340	EL PASO, TEXAS 79902
TEXAS TECH PEDIATRICS CENTRAL	1201 SHUSTER BLDG. 7	EL PASO, TEXAS 79902
TEXAS TECH CHILD & ADOLESCENT PSYCHIATRY	800 N. MESA ST.	EL PASO, TEXAS 79902
TEXAS TECH TRANSMOUNTAIN (MEDICAL OFFICE BUILDING, MOB)	2000 B TRANSMOUNTAIN RD.	EL PASO, TEXAS 79902
TEXAS TECH ACADEMIC EDUCATION CENTER	4800 ALBERTA AVE	EL PASO, TEXAS 79902
TEXAS TECH MEDICAL EDUCATION BUILDING (MEB)	5001 EL PASO DRIVE	EL PASO, TEXAS 79905
TEXAS TECH GRADUATE SCHOOL OF BIOMEDICAL SCIENCES	5001 EL PASO DRIVE	EL PASO, TEXAS 79905
TEXAS TECH MEDICAL SCIENCE BUILDING (MSB)	5001 EL PASO DRIVE	EL PASO, TEXAS 79905
TEXAS TECH GAYLE GREVE HUNT SCHOOL OF NURSING	210 N. CONCEPCION	EL PASO, TEXAS 79905
TEXAS TECH ACADEMIC SUPPORT BUILDING (ASB)	200 N. CONCEPCION	EL PASO, TEXAS 79905
TEXAS TECH ACADEMIC SUPPORT BUILDING II (ASB II)	222 N. CONCEPCION	EL PASO, TEXAS 79905
TEXAS TECH OFFICE OF INSTITUTIONAL ADVANCEMENT	1414 N. OREGON ST.	EL PASO, TEXAS 79902
TEXAS TECH MEDICAL PRACTICE INCOME PLAN (MPIP)	11500 PELICANO	EL PASO, TEXAS 79936
TEXAS TECH FALLS MANSION	1725 ARIZONA AVE.	EL PASO, TEXAS 79902
TEXAS TECH RM MILES WAREHOUSE BUILDING	301 N. CONCEPCION	EL PASO, TEXAS 79905
TEXAS TECH RESEARCH ACADEMIC CENTER (TTRAC)	440 RAYNOLDS	EL PASO, TEXAS 79905
MEDICAL CENTER OF THE AMERICAS (MCA)	5130 GATEWAY EAST BLVD.	EL PASO, TEXAS 79905
TEXAS TECH EL PASO BUSINESS OFFICE	130 VAL VERDE	EL PASO, TEXAS 79905

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