



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER El Paso

Operating Policy and Procedure

Texas Tech University Health Sciences Center El Paso

Emergency Management Plan



Emergency Management Plan

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Attachment "A": Hazard Vulnerability Assessment



Emergency Plan

I. Overview

Document Purpose

This document is the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Emergency Management Plan. This document addresses Operations Policy (OP) 2.8 (El Paso Campus Emergency Operations Plan). Each TTUHSC EL PASO department is expected to develop and maintain a Continuity of Operations (COOP) plan specific to their department operations which complement the overall TTUHSC EL PASO Emergency Operations Plan as delineated herein. Components to be specifically addressed in departmental plans are cited in the section titles "Department Plans".

Emergency Preparedness Policy

It is the policy of TTUHSC EL PASO to provide a framework for response to an emergency disaster impacting the clinical practice areas to guide staff in managing the event safely and assuring rapid recovery to normal operating conditions. An emergency/disaster may be internal, external, naturally occurring or man-made.

TTUHSC EL PASO faculty, staff, students, contract employees, and volunteers should have a working knowledge of emergency preparedness relative to their department work assignment. They will be expected to follow this plan in the event of an emergency.

In accordance with the standards of The Joint Commission (TJC), an emergency management exercise drill will be conducted at least annually.

II. Goals and Objectives

Emergency Management goals include:

- Provide a logical and flexible chain of command to ensure continuity of command and control during an emergency disaster.
- Establish an optimal communication system.
- Provide maximum safety and protection for patients, visitors, faculty, staff, volunteers, students and contract employees.
- Minimize damage and or loss of property.
- Respond appropriately and quickly when necessary; integrate TTUHSC EL PASO emergency operations with those of University Medical Center (UMC), El Paso Children's Hospital (EPCH) and El Paso Psychiatric Center (EPPC).
- Ensure recovery and restoration of all normal services as quickly as possible following the emergency disaster.



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III. Components

Written Documentation for emergency management for TTUHSC EL PASO consists of:

1. Emergency Management Plan TTUHSC EL PASO.
2. Emergency Operations Plan for Clinics OP 2.5a
3. TTUHSC EL PASO Flood Emergency Response Plan OP 2.5b
4. TTUHSC EL PASO Fire Emergency Response Plan 2.5c
5. TTUHSC EL PASO Freeze Response Plan 2.5d

In addition, the Bioterrorism Readiness Plan, School of Medicine (SOM) Policy 2.04 is available.

<http://www.ttuhsoc.edu/provost/clinic/policies/ACPpolicy2.04.pdf>

IV. Departmental Plans

Departmental plans are developed and maintained by each department to address employee responsibilities during an emergency disaster, including methods for protecting people and property. Departmental plans should include but are not limited to the following:

- The means by which to contact key faculty and staff (call list).
- Identification of resources potentially available to support TTUHSC EL PASO and UMC including staff members by position, number of exam rooms and oxygen cylinders.
- Procedure for the orderly shutdown of departmental processes.
- Process for restoring departmental services following an emergency disaster Continuity of Operations Plan (COOP).

All departments should maintain access to the TTUHSC EL PASO Emergency Operation Plan, and their respective departmental emergency plan. Copies of departmental-specific emergency plans will be maintained by each department. The Campus Emergency Operations Plan along with Departmental Emergency Plans should be reviewed by the VP Health Affairs Dean's Office, Campus Safety Committee and for approval and should be reviewed with faculty, staff, employees, students, and volunteers annually to define specific roles and or desired responses during an emergency.

V. Prevention Mitigation Hazard Vulnerability Assessment

Preventative activities may include but are not limited to:

- Maintenance of security cameras;
- Automatic locking mechanisms;
- Utilization of on-site security and peace officers;
- On-site fire marshals;



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- Communication systems to disseminate information to all visitors, personnel, and students during and after business hours;
- Annual review and revision (as needed) of all Emergency Operations Center (EOC) Plans;
- New Employee Orientation (NEO) and required annual safety training for all faculty, and staff
- Regular tracking of: urgent call response times by security, exposures to faculty, residents and staff Infection Control, device related incidents and unplanned outage incidents.

Mitigation activities may include but are not limited to:

- Quarterly multidisciplinary Safety Committee Meetings
- Annual review of all EOC plans
- Participation in disaster preparedness drills
- Maintenance of fire safety equipment
- Updates to emergency maps and exit routes
- Implementation of electronic medical records software

Hazard Vulnerability Assessment:

TTUHSC EL PASO is adapting the Hazard Vulnerability Assessment (HVA) from the City of El Paso. This HVA identifies potential risks that affect the City of El Paso and us as an organization. The prioritized risks define the required actions to be taken by the organization in an attempt to prevent and mitigate against an emergency disaster. The HVA and actions will be reviewed by the Campus Safety Committee. (See Attachment-A)

VI. Response

Incident Command System

In the event an emergency response is required, TTUHSC EL PASO will employ the Incident Command System (ICS) model to manage an emergency/disaster.

The ICS model is based on five major management functions:

1. Command/Control
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration

For a small-scale incident, the Incident Commander and an appointed assistant may manage all activities.

VII. Activation and Termination



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The President of TTUHSC EL PASO or the Associate Academic Dean for Finance and Administration (AADFA) of TTUHSC EL PASO will serve as the Incident Commander (IC) and will be individually responsible for the activation and termination of the Emergency Management Plan. In the absence of the President and AADFA, IC responsibilities should be assumed by the next available staff member in the following order:

1. Associate Dean of Clinical Affairs
2. Managing Director for Medical Practice Income Plan (MPIP)

The TTUHSC EL PASO Incident Command Team should report to the EOC; (ASB Building, Police and Facilities conference room) immediately upon notification of activation of the Emergency Management Plan. Notification will be conducted via telephone, email or emergency radio.

The TTUHSC-EP Incident Command Team consists of:

- President of TTUHSC EL PASO
- Provost and Vice President for Academic Affairs
- Chief Operating Officer and Vice President for Operations
- Assistant Vice President for Research, Associate Dean of Research
- Associate Dean of Clinical Affairs
- Dean and Professor Gayle Greeve Hunt School of Nursing
- Associate Academic Dean
- Associate Managing Director of Institutional Advancement
- Chair Department of Surgery Neurosurgery
- Associate General Counsel
- Executive Director, Human Resources
- Texas Tech Police Lieutenant
- Managing Director of Physical Plant and Support Services
- Chief of Information Officer
- Sr. Director Department of Safety Services and Emergency Management
- Assistant Director of Safety Services and Emergency Management
- Unit Manager Biological, Radiation, and Chemical, Department of Safety Services

VIII. External Emergency Management Coordination

TTUHSC EL PASO is not assigned an independent role in the community response plan. However, TTUHSC EL PASO will coordinate emergency response based on the communicated needs of TTUHSC EL PASO and or UMC by providing medical staff, support staff and facilities as requested. TTUHSC EL PASO Administration will be contacted via the UMC disaster system which will alert TTUHSC EL PASO Emergency Management leadership of anticipated needs.

IX. Internal Emergency Management Coordination



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Upon notification of an emergency disaster during business hours, TTUHSC EL PASO Incident Command Team will report to the EOC; (ASB – FOM, Police Conference Room), alternate room; (MEB 3200A). TTUHSC El Paso President or his designee will serve as the IC of the EOC. The AADFA is designated as the Director of the EOC.

In the event an emergency disaster occurs after business hours, on weekends or holidays, TTUHSC EL PASO Police will immediately communicate with TTUHSC El Paso President or his designee, who will immediately communicate with the Department Chairs, Administrators and the TTUHSC EL PASO Incident Command Team.

Activation of the Emergency Management Plan will be communicated to each department via a call down list, or electronic mail per the departmental plan. If telephones and / or computers are unavailable, runners will be utilized and emergency radios. Decisions regarding which clinics would require closure, evacuation, and or cancellation of appointments will be based on the type, magnitude and extent of the emergency disaster. Staff will respond to a patient's immediate care and safety needs as applicable and notify and evacuate patients in a controlled manner. All patients will be directed or assisted to the appropriate exits.

Departmental leadership will then activate the Department Emergency Management Plan appropriate to the type of emergency disaster based on direction from the TTUHSC EL PASO Incident Command Team. Decisions regarding which clinics would require closure, evacuation, and or cancellation of appointments will be based on the type, magnitude and extent of the emergency disaster.

The Texas Tech Police Department (TTPD) will appropriately secure the facility during an emergency disaster. The TTUHSC EL PASO Incident Commander will communicate security needs to the TTPD Lieutenant as necessary. The TTPD will follow their departmental emergency policies and procedures.

X. Recovery

Recovery will be developed and coordinated through the Incident Command Structure (ICS) based on the type, magnitude and extent of the disaster. Prioritized actions to restore the facility, communication, clinical services and other essential functions following an emergency disaster will be implemented to include:

- Actions designed to assist patients, students, staff, faculty, volunteers and contract workers in the healing process;
- Measures for social, environmental and economic restoration
- Development of initiatives to mitigate the effects of future incidents.



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The TTUHSC El Paso Performance Improvement Department will prepare an after-action report which will describe staff, faculty and student participation, areas identified during the emergency disaster that need improvement, and recommended corrective action. A report summary will be forwarded to the Safety Committee and the IC for review and recommendations.

(Attachment – A)

Hazard Vulnerability Assessment

	Likelihood of Occurrence*	Estimated Impact on Property	Estimated Impact on Business	Impact Priority
Hazard Type:				
Drought	Highly Likely (4)	Limited (1)	Limited (1)	6
Flash Flooding	Highly Likely (4)	Moderate (2)	Major (3)	9
Earthquake	Occasional (2)	Moderate (2)	Moderate (2)	6
Flooding (river or tidal)	Likely (3)	Limited (1)	Major (3)	7
Hurricane	Unlikely (1)	Limited (1)	Limited (1)	3
Subsidence	Unlikely (1)	Limited (1)	Limited (1)	3
Tornado	Occasional (2)	Moderate (2)	Limited (1)	5
Wildfire	Likely (3)	Limited (1)	Limited (1)	5
Winter Storm	Likely (3)	Moderate (2)	Moderate (2)	7
Technological				



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Dam Failure	Unlikely (1)	Limited (1)	Limited (1)	3
Energy/Fuel Shortage	Likely (3)	Limited (1)	Limited (1)	5
Hazmat/Oil Spill (fixed site)	Likely (3)	Moderate (2)	Major (3)	8
Hazmat/Oil Spill (transport)	Highly Likely(4)	Major (3)	Major (3)	10
Major Structural Fire	Occasional (2)	Limited (1)	Moderate (2)	5
Nuclear Facility Incident	Unlikely (1)	Limited (1)	Limited (1)	3
Water System Failure	Likely (3)	Moderate (2)	Moderate (1)	6
Security				
Civil Disorder	Occasional (2)	Limited (1)	Limited (1)	4
Enemy Military Attack	Unlikely (1)	Limited (1)	Limited (1)	3
Terrorism	Likely (3)	Moderate (2)	Moderate (2)	7
Health				
Pandemic Outbreak	Likely (3)	Limited (1)	Major (3)	7

Rating System: Higher value has the most effect:

Unlikely (1), Occasional (2), Likely (3), Highly Likely (4)
 Limited (1), Moderate (2), Major (3)

Reviewed: March – 2016 Safety Committee

Plan Name: Emergency Management Plan	Original Approval Date: 03/2013 Revised: March 1, 2016
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