01. POLICY STATEMENT

01.01 The university is committed to promoting the safety and security of the University community within a supportive and accessible living, learning, and working environment. It is further committed to safeguarding physical resources, identifying conditions or circumstances that may pose risks to the safety and security of the university. Restoring the University’s ability to serve the needs of the State of Texas in a timely manner should a disaster strike is of the utmost importance.

01.02 University facilities must be used in a safe and appropriate manner so as not to endanger the university community or the general public. All faculty, staff, students, and other members of the Texas State community share responsibility for the safety and security of the institution and must conduct university activities and operations in compliance with applicable federal and state regulations and university policies.

02. PURPOSE

02.01 Texas State University is committed to the safety and welfare of students, faculty, staff and visitors through the establishment of reasonable practices that: (1) support a safe and secure environment in all buildings and grounds owned, leased and/or operated by Texas State; (2) promote safety through University policies and programs; (3) provide an appropriate level of security at university activities; and (4) safeguard the university’s property and physical assets, and (5) provide for the prompt restoration of essential University services in the event of a disaster.

02.02 Texas State’s Public Safety Policy provides an overview of existing university safety and security policies and programs that demonstrate compliance with Texas Education Code Sec. 51.217 as amended, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, in accordance with TAC 202 requirements, and all other applicable state and federal regulations and/or guidance pertaining to public safety.

02.03 This policy describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property as well as continuity of operations. This policy also outlines the roles and responsibilities of existing committees and departments for coordination and oversight of university safety and security policies and procedures.

03. SCOPE

This policy applies at all University locations including the San Marcos and Round Rock campuses, jointly owned facilities, all other University owned property, University leased
space, and temporary field operations and field trips that are under the control of University operations and staff.

This policy also applies to large-scale special events and VIP activities that take place on University property that have the potential to impact the normal business operations of the institution.

04. AUTHORITIES AND RESPONSIBILITIES

The director of University Police will serve as the director of Emergency Operations as appointed by the president. The Emergency Management coordinator will assist the director of Emergency Operations. In the director of the UPD’s absence, the president will authorize the senior police officer on duty to perform the director’s duties.

The director of Emergency Operations or his/her designee will implement all plans and procedures needed to direct emergency operations. The director of Emergency Operations has the authority to utilize Texas State University property and may commit university resources to assist in emergency operations, including those occurring off-campus.

As part of an institution-wide commitment to a safe and secure campus, the university has established offices specifically charged with security and safety responsibilities and created a committee structure to provide general oversight and leadership for the university’s security, safety, violence prevention efforts, and continuity of operations.

04.01 Committees

a. University Safety Committee

It is the intent of the Texas State University Safety Committee (USC) to advise and assist the University Administration in promoting an environment that is safe from recognized hazards for faculty, staff, students, visitors and the local area. The Safety Committee will provide a forum for implementing, maintaining, enhancing the safety culture, and review and approve policies and procedures within Texas State University.

Texas State University is committed to preventing injury and illness and promoting a safe and healthy work environment. Responsibility for this is shared by the administration, faculty, staff, students, Safety Contact and the Safety Committee.

The primary focus of the USC is to provide direction and coordination of the University’s handling of safety and health related issues.

The core members of the USC will consist of primary and alternates from the organizations listed below:

- Academic Affairs
- College of Science & Engineering
- Disability Services
- Emergency Management
- Associated Student Government
- Dept. of Housing & Residential Life
- Environmental Health, Safety & Risk Management
b. Emergency Management Committee (EM Committee)

The primary focus of the EM Committee is to provide direction and coordination of the university's response to a crisis situation in order to minimize the traumatizing effects and reduce the potential for an extended crisis. This committee is further tasked with developing and reviewing the Emergency Management Plan and facilitating its implementation to all university departments and campuses. Members are appointed to the committee by the University President. The committee is chaired by the director of University Police.

The committee will consist of primary and alternative representatives from the organizations listed below:

- Academic Affairs
- Auxiliary Services
- Facilities Department
- Materials Management
- Housing and Residential Life
- Environmental Health, Safety and Risk Management
- Student Health Center
- Dean of Students
- International Office Correspondence
- Extension, and Study Abroad
- University News Service
- Counseling Center
- Information Technology
- Human Resources
- Center for Safe Schools
- President of Associated Student Government
- Student Government
- University Food Service
- University Police Department
- Continuing Education

c. Crisis Management Team (CMT)

The University may experience many crisis incidents, such as the death of a student, or a fire in an off-campus apartment complex that may not be considered disasters which pose an ongoing threat to the safety of the community or functioning of the institution. Some incidents, such as the threat of continuing criminal activity, may threaten the safety of Texas State community members but the threat may not involve physical hazards or damaged or impaired institutional facilities or systems. For these situations, the University has established a Crisis Management Team (CMT) to assess the situation, coordinate assistance to those directly or indirectly affected by the incident.

The primary focus of the CMT is to provide direction and coordination of the University’s response to a crisis situation in order to minimize the traumatizing effects and reduce the potential for an extended crisis.

The core members of the CMT are also members of the Emergency Management Committee (EM Committee). The membership of the CMT is specified in the Emergency Management Plan (EMP). Where responsibilities of
the two groups overlap, such as in providing support to secondary victims (friends, etc., of those injured or killed) of emergency situations, the CMT will operate as a sub-team of the EM Committee.

The core members of the CMT will consist of primary and alternates from the organizations listed below:

- University Police (Chair)
- Vice President, Student Affairs
- Dean of Students
- Director, Counseling Center
- University News Service
- Director, Housing and Residential Life
- Director, Facilities
- Associate Provost, Academic Affairs

In time-sensitive high-risk situations, any of the core members CMT may call a meeting of the EM Committee.

d. Incident Management Team

The Technology Resources Incident Management Team provides overall coordination of response and recovery support activities of all incidents that may occur on campus to Texas State technology related equipment or programs. Once an incident occurs, the team evaluates which response and recovery strategies and actions should be invoked based on the specific incident circumstances. During the initial assessment of the crisis, the Technology Resources Incident Management Team will activate the support personnel required from the Technology Resources Work Group Teams.

Work Group Teams

Membership of a Work Group Recovery Team consists of the team leader and any key technical or supervisory personnel. These recovery teams provide the necessary leadership and coordinate the recovery activities of all subordinate recovery teams, including:

- Assessment of physical damage to equipment and facilities;
- Assessment of business impacts;
- Review and modification of pre-planned recovery strategies;
- Actual implementation of recovery activities.

e. Continuity of Operations Plan (COOP) Steering Committee

The COOP Steering Committee is responsible for the oversight of the Continuity of Operations Plan. The plan establishes official policy for operating university facilities, using university resources and deploying university personnel during emergencies.

The core members of the COOP Steering Committee will consist of primary and alternates from the organizations listed below:

- VP Finance & Support Services (Chair)
- Assoc. VP Enrollment Management
04.02 Departments

a. University Police Department (UPD)

The University Police Department is charged with the responsibility of maintaining the security and protection of university property. In addition, UPD is responsible for the physical security of campus personnel to include faculty, staff, students, and visitors to the campus facility.

UPD shall develop and maintain all procedures/plans involving the security and protection of all university properties and personnel. These procedures/plans shall be developed and implemented in accordance with local, state, and federal requirements.

b. Emergency Management (EM)

Emergency Management is charged with the responsibility to provide direction and coordination of the University’s response to a crisis situation in order to minimize the traumatizing effects and reduce the potential for an extended crisis. Homeland Security Presidential Directive 5 (HSPD-5) states that the management of domestic incidents calls for the establishment of a single, comprehensive National Incident Management System (NIMS).

c. Environmental Health Safety and Risk Management (EHSRM)

EHSRM has primary responsibility for promulgating policies and procedures, to assure that the university complies with federal, state, and local guidelines, as well as best-practices, related to environmental and occupational safety and health requirements. Regulations and standards promulgated by applicable state agencies include: Texas Department of State Health Services (TDSHS), Texas Commission on Environmental Quality (TCEQ), and the Environmental Protection Agency (EPA).

EHSRM is charged with the responsibility of maintaining the protection of university property in accordance with regulations and standards promulgated by applicable state agencies including: State Office of Risk Management (SORM), and Texas Department of Insurance (TDI).

EHSRM shall develop and maintain all procedures/plans involving the fire prevention and protection of all university properties and personnel. These procedures/plans shall be developed and implemented in accordance with local, state, and federal requirements. Regulations and standards promulgated by applicable state agencies including: Texas Department of Insurance (TDI), and State Fire Marshal’s Office.
EHSRM has primary responsibility for the maintenance of the University’s Continuity of Operations Plan.

d. Information Technology (IT)

IT is charged with the responsibility of maintaining the protection of university information resources. IT shall develop and maintain all procedures/plans involving the prevention and protection of all university information properties. These procedures/plans shall be developed and implemented in accordance with TAC 202 requirements.

05. Emergency Preparedness and Response

Texas State University’s emergency management plans and programs are based on an all-hazards model and address mitigation, prevention, preparedness, response and recovery. The plans incorporate the National Incident Management System (NIMS), designate decision-making authorities, outline the roles and responsibility of University departments during an emergency, and identify local, regional, and state partners who can provide support during an emergency.

The following plans have been developed to provide clear and effective channels of communication and coordination among the university departments responsible for responding to emergency situations occurring on campus.

a. Continuity of Operations Plan (COOP)

The COOP establishes operational and restoration procedures for essential functions. The university plan focuses on basic COOP elements: management framework, essential functions, critical systems, alternate facilities, orders of succession, delegations of authority and vital records. The university’s COOP must be updated annually, and implemented in accordance with TAC 202 requirements. See the Texas State Business Continuity Plan.

b. Emergency Management Plan (EMP) Policy

The EMP is designed to establish official policy for operating university facilities, using university resources and deploying university personnel during emergencies; and to outline procedure for assembling university resources for use in disaster management. Homeland Security Presidential Directive 5 (HSPD-5) states that the management of domestic incidents calls for the establishment of a single, comprehensive National Incident Management System (NIMS).

c. Environmental Health, Safety and Risk Management Policy

It is the policy of Texas State University to protect the physical, human, fiscal, and environmental resources of the university, and to minimize the total costs of risk to the university. The Texas State Safety Manual and various UPPSs contain the university’s Environmental Health, Safety, and Risk Management (EHSRM) Program.

The EHSRM Office has primary responsibility for promulgating policies and procedures, to assure that the university complies with federal, state and local guidelines, as well as best-practices, related to environmental and occupational safety and health requirements.
**d. Fire Safety Policy**
The Fire Safety Program is designed to prevent or reduce property loss and injury from fire and explosions arising from storage, handling, and use of flammable and combustible substances, materials, and devices. The procedures incorporated into this policy are essential in promoting fire and life safety and enhancing university compliance with applicable state, local, and national fire and life safety standards.

**e. Fire Alarms, Fire Drills, and Facilities Evacuations Policy**
This program establishes procedures for the response to fire alarms and conduct of fire exit drills for University facilities. The evacuation procedures outlined in this policy apply to activation of any alarm including fire, fire exit drill, or other non-fire emergency. Evacuation procedures are applicable to university buildings and also include other university facilities. EHSRM is assigned administrative responsibility for facilities evacuation training.

**f. Hazard Communication Program (HCP) Policy**
The HCP is designed to comply with Chapters 502 (Hazard Communication Act) and 506 (Public Employer Community Right-To-Know Act) of the Texas Health and Safety Code.

**f. Hazardous Materials and Hazardous Waste Management Plan Policy**
EHSRM has primary responsibility for the university’s hazardous materials and hazardous waste management program. The director of EHSRM (or designee) is authorized to take action to assure compliance with applicable regulations and policies and to minimize physical and environmental threats on university property (whether owned or leased). This includes having delegated authority from the university president to order the cessation of activities or operations, as needed, to administer this policy.

**h. Radiation Safety Policy** - Texas State will use radiation producing devices and radioactive materials according to the Radiation Control Act and the Texas Department of State Health Services (DSHS) regulations contained in Title 25, Texas Administrative Code (TAC), Section 289, and pursuant to a current Radioactive Material License (RAML) or Certificate of Registration (COR).

**i. Laser Safety Policy** - Texas State will use Class 3b and Class 4 lasers in accordance with law and the regulations of the Texas Department of State Health Services (DHS) contained in 25 Texas Administrative Code §289.301, Texas Regulations for the Control of Laser Radiation Hazards.

**J. Information Security Program** is designed to protect the institution’s information resources by establishing an information security program consistent with TAC 202 standards. See the IT restoration strategy plan [http://www.fss.txstate.edu/ehsrm/business/ITStrategy.html](http://www.fss.txstate.edu/ehsrm/business/ITStrategy.html)

**k. Asbestos Abatement Policy**
In a good faith effort to comply with federal and state regulations and in consideration of the health and safety of the campus community and its visitors, Facilities must assess and authorize all facility modifications, remodeling, renovations, demolition
and new construction contracts related to buildings, structures or furnishings, and any repairs to existing facilities or furnishings at Texas State University-San Marcos. A published asbestos policy is a required condition to meet Texas Asbestos Health Protection Rules promulgated by the Texas Department of State Health Services (TDSHS) and comply with all federal standards referenced in Section 02. This policy describes standard operating procedures with which Facilities must comply when accomplishing abatement projects. An Asbestos Operations and Maintenance (O&M) Contractor-Restricted License is required to conduct asbestos abatement activities with Facilities staff.

l. Animals on University Property Policy
The purpose of this policy is to promote safety, health, and hygiene on university property, including its buildings. The objective of this policy is to communicate to the Texas State university community the guidelines and restrictions regarding animals on university property, including its buildings. This policy applies to all property owned, operated, or maintained by the university. Animals on university property can potentially pose a significant risk to university and its community. This policy standardizes the university’s position on the management of animals on campus.

m. Food Safety for Temporary Food Establishments on Campus Policy
The university recognizes the role of food in the activities of student organizations and campus departments. In an effort to support student organizations, campus departments and to ensure the safety of food provided on campus, all organizations and departments shall adhere to this policy. The purpose of this policy is to establish standards for those involved in preparing or handling food to prevent disease, protect health and promote safe food practices for food served to the general public. This policy does not apply to purchases of food and beverage for personal consumption or closed events such as those hosted privately by a department or student organizations, private tailgate parties, cook-outs, picnics, or potluck dinners that are not open for consumption by the general public.

n. Tobacco Policy
Texas State University is committed to maintaining healthy and safe campuses in San Marcos and in Round Rock. The primary purpose of this policy is to establish guidelines prohibiting smoking and the use of all tobacco products at the Texas State University campuses in San Marcos and in Round Rock. Tobacco products include cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products. The university expects all faculty, students, employees of contractors and subcontractors, and visitors to comply with this policy’s spirit and intent.

o. Driver/Vehicle Safety Policy
This establishes policy for determining eligibility of employees (regular, non-regular, faculty, and student) to drive state-owned or rented vehicles and the responsibilities associated with this screening process.

Unscreened university employees or those who failed to meet the minimum criteria outlined in this policy may not drive a university vehicle based on Section 521.459 of the Transportation Code:
p. Emergency Action Plan for the Spring Lake Dam Policy

The purpose of this plan is to describe procedure to be followed in an actual or potential emergency associated with the Spring Lake Dam caused by an unusually large flood, an earthquake, a structural malfunction, or malicious human activity causing failure or compromise of the dam itself.

The Emergency Action Plan (EAP) defines protocols to identify unusual and unlikely conditions that may endanger the integrity of the dam and emergency protocols to warn downstream residents of its impending or actual failure.

q. Campus SPCC Policy

The purpose of this Spill Prevention Control and Countermeasure (SPCC) Plan is to describe measures implemented by Texas State University (Texas State) to prevent oil discharges from occurring, and to prepare Texas State to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge from the campus.

This plan was prepared by the Environmental Health, Safety and Risk Management Office (EHSRM)

6.0 REVIEWERS OF THIS UPPS

06.01 Reviewers of this UPPS include the following:

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<thead>
<tr>
<th>Position</th>
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<tr>
<td>Director, University Police</td>
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<td>Director, Environmental Health, Safety and Risk Management</td>
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<td>Coordinator, Emergency Management</td>
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<td>Special Assistant, VPIT</td>
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<td>Student Health Center, Director</td>
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7.0 CERTIFICATION STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Environmental Health, Safety and Risk Management, Senior Reviewer of this UPPS

Vice President for Finance and Support Services

President