**Emergency Operations UPPS No. 05.04.03  
Issue No. 10  
Effective Date: 10/21/2020**

**Next Review Date: 04/01/2024 (E4Y)**

**Sr. Reviewer: Director, University Police Department**

**01. POLICY STATEMENTS**

01.01 This policy outlines the actions required for assembling university resources for use in emergency management.

01.02 This policy:

a. establishes official policy for operating university facilities, using university resources, and deploying university personnel during emergencies; and

b. outlines procedures for assembling university resources for use in disaster management.

[Homeland Security Presidential Directive (HSPD) 5](http://www.dhs.gov/publication/homeland-security-presidential-directive-5) enhances the ability to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).

01.03 [HSPD 8](https://www.dhs.gov/presidential-policy-directive-8-national-preparedness) is aimed at strengthening security and resilience, through a systematic preparation for the threats that pose the greatest risks.

**02. COMPOSITION AND RESPONSIBILITIES OF THE EMERGENCY MANAGEMENT COMMITTEE**

02.01 A standing committee, appointed annually on September 1, by the university president and chaired by the director of the University Police Department (UPD), will review and provide feedback on the Texas State University's Emergency Management Program (EMP).

1. The EMP implements the mission, vision, goals, and objectives of the organization as related to emergency management.
2. The EMP utilizes organized analysis, planning, decision making, and assignment of available resources to mitigate, prepare for, respond to, and recover from all hazards.

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

a. Academic Affairs;

b. Athletics;

c. Auxiliary Services;

d. Campus Recreation;

e. Communications and News Service;

f. Counseling Center;

g. Dean of Students;

h. Distance and Extended Learning;

i. Environmental Health, Safety, and Risk Management;

j. Facilities Department;

k. Housing and Residential Life;

l. Human Resources;

m. Information Technology;

n. International Affairs;

o. LBJ Student Center;

p. Materials Management;

q. Office of Emergency Management;

r. Round Rock Campus;

s. President of Student Government;

t. Student Health Center;

u. Texas School Safety Center;

v. Transportation Services;

w. Texas State University System Office of General Counsel; and

x. UPD.

02.03 The Emergency Management Coordinator (EMC) will develop and review the university’s Emergency Operations Plan (EOP) annually. The EOP provides the structure and processes that the organization utilizes to respond to and initially recover from an event and will include, but is not limited to:

a. identification of university elements essential to disaster control operations;

b. identification of all individuals to receive the authority to direct university elements during emergency operations;

c. strategy for staffing essential emergency functions;

d. provisions for coordination of inter-agency resources;

e. identification of budgetary considerations;

f. designation of an official university spokesperson who will make all public announcements during emergency operations;

g. use of the EMP for organization of emergency management teams for the following needs:

1) communications center;

2) materials and supplies;

3) housing;

4) food and potable water;

5) transportation;

6) legal matters;

7) health services or medical treatment;

8) public information; and

9) psychological services.

h. methods of documentation and reports of the following data:

1) persons assisted;

2) nature of assistance;

3) facilities utilized;

4) human resource issues;

5) materials;

6) legal issues;

7) budgetary or financial reports; and

8) multi-agency communications.

i. records maintenance and retention.

**03. APPOINTMENT AND RESPONSIBILITIES OF THE DIRECTOR OF EMERGENCY OPERATIONS**

03.01 The director of UPD will serve as the Director of Emergency Operations (DEO), as appointed by the president. The EMC will assist the DEO. In the director of UPD’s absence, the president will authorize the senior police officer on duty to perform the director’s duties.

03.02 The DEO or the EMC will implement NIMS to manage all resource utilization throughout the emergency.

03.03 The DEO has the authority to utilize Texas State property and may commit university resources to assist in emergency operations, including those occurring off-campus.

03.04 The DEO and the EMC will direct the university emergency operations when the [EOP](https://gato-docs.its.txstate.edu/jcr:08b679e5-9c5e-4bf4-aefb-d4636ce47cbd/upps050403DisasterEmOps.pdf) is activated.

03.05 Upon receipt of information that an emergency has occurred is imminent or threatening, the director of UPD, or the senior police officer on duty, will notify the vice president for Finance and Support Services (VPFSS) and make a recommendation regarding activation of the [EOP](https://gato-docs.its.txstate.edu/jcr:08b679e5-9c5e-4bf4-aefb-d4636ce47cbd/upps050403DisasterEmOps.pdf).

03.06 Once the decision has been made by the DEO to activate the [EOP](https://gato-docs.its.txstate.edu/jcr:08b679e5-9c5e-4bf4-aefb-d4636ce47cbd/upps050403DisasterEmOps.pdf), the director of UPD, or the senior police officer on duty, will notify, or cause to be notified, the VPFSS, who will then notify the other appropriate executive staff.

03.07 The DEO will test university emergency notification systems as outlined in [Testing of Emergency Notification System](https://sa.txstate.edu/pps/upps050403EmNotifTest.pdf), and maintain documentation of the tests as required by law.

**04. PROCEDURES TO BE FOLLOWED DURING EMERGENCY OR CRISIS** **OPERATIONS**

04.01 The [EOP](https://gato-docs.its.txstate.edu/jcr:08b679e5-9c5e-4bf4-aefb-d4636ce47cbd/upps050403DisasterEmOps.pdf) addresses prevention, mitigation, preparedness, response, and recovery procedures and outlines the Texas State [EMP](https://gato-docs.its.txstate.edu/jcr:699c6c17-7e13-494a-8b3d-0d3a51dddebe/Disaster%20Management%20Guide.pdf).

04.02 [Disruptive Disorderly Student Misconduct](https://gato-docs.its.txstate.edu/jcr:9774600b-a500-461d-a4ec-1929886451b2/upps050403StuMisconduct.pdf) defines various types of disruptive activity and provides procedures to be followed in the event that such problems arise.

04.03 [Safety Guidelines for Active Shooter Situations](https://gato-docs.its.txstate.edu/jcr:b52b23c6-7aea-41b7-af60-a1dc58417b81/upps050403ActiveShooter.pdf) outlines safety guidelines to be followed in active shooter situations.

04.04 [EMP for Education Abroad](https://gato-docs.its.txstate.edu/jcr:eac996e6-8b3a-4a53-9f00-fde1cb51cbff/upps050403EmMgmtAbroad.pdf) defines the emergency management plan for education abroad.

04.05 In the event of an energy curtailment or severe weather, follow procedures in [UPPS No. 05.04.02](https://policies.txstate.edu/university-policies/05-04-02.html), Closing the Campus Because of Weather or Other Emergencies.

**05. PROCEDURES FOR THE EVALUATION AND REPORTING OF EMERGENCY OPERATIONS**

05.01 Upon the completion of an emergency operation, the DEO will conduct a debriefing session.

05.02 The DEO or the EMC will prepare a complete report on the university involvement in the emergency operation and submit it to the President's Cabinet through the VPFSS within 10 business days.

**06. REVIEWERS OF THIS UPPS**

06.01 Reviewers of this UPPS include the following:

Position Date

Director, University Police April 1 E4Y

Emergency Management Coordinator, April 1 E4Y

University Police

Director, Environmental Health, April 1 E4Y

Safety, and Risk Management

**07. 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, University Police; senior reviewer of this UPPS

Vice President for Finance and Support Services

President