

Sam Houston State University Emergency Management Plan



August 23, 2019

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



Dana Hoyt - President

9/3/19
Date

Sam Houston State University



Dick Eglsaer – Provost & Vice President

8.29.19
Date

Sam Houston State University



Carlos Hernandez – Vice President Finance & Operations
Sam Houston State University

8/27/2019
Date



Kevin Morris – Police Chief Public Safety Services

08/27/2019
Date

Sam Houston State University

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BASIC PLAN.

I. PURPOSE

This Base Plan outlines our approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is a framework for more specific emergency support functional annexes.

II. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
C-CERT	Campus Community Emergency Response Team
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S.
DHS	Department of Homeland Security
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center

B. Definitions

1. Emergency Operations Center. Specially equipped facilities from which university officials exercise direction and control, coordinate necessary resources in an emergency situation, and gather and disseminate information to university officials, officials of neighboring jurisdictions, the public, and the media.

2. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
3. Emergency Situations. An emergency is a situation that includes loss of life, threat to life, and/or property.
4. Catastrophic Incident. 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.
5. 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. Hazardous Materials Include: toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
6. Inter-local agreements. Arrangements between the university, local governments, other agencies 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. These agreements are commonly referred to as mutual aid agreements.
7. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. These may also be referred to as Standard Operating Guidelines (SOGs).

III. SITUATION AND ASSUMPTIONS

- A. Situation. Many hazards that have the potential for disrupting the campus and community, causing casualties, and damaging or destroying public or private property. These hazards include inclement weather, active attacks, cyber-attacks, fire, chemical, or structural damage.
- B. Assumption. Outside assistance will be available in most emergency situations. It is essential for SHSU to be prepared to carry out the initial emergency response on an independent basis.

IV. CONCEPT OF OPERATIONS

- A. Objective. The objective of our emergency management program is to save lives, prevent injury, and protect property.
- B. General.
 1. It is our responsibility to protect the health and safety of our students, faculty and staff, to preserve property from the effects of hazardous events, and take proactive steps to protect the environment. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations.
 2. Our students, faculty and staff 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. SHSU will provide information and instructions before, during, and after emergency situations.

3. SHSU is responsible for organizing, training, and equipping emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for using mutual aid agreements for emergency services.
 4. To achieve our objective, we have organized an emergency management program that is both integrated and comprehensive (addresses mitigation, preparedness, response, and recovery).
 5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during an 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 students, faculty and staff during any emergency situation.
 6. Departments and units tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and units are charged with ensuring the training and equipment necessary for an appropriate response are in place.
 7. We have adopted the National Incident Management System (NIMS) in accordance with the Homeland Security Presidential Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability.
- C. Operational Guidance. We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management.
1. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system 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 university and local officials, identify response resources required, and direct the on-scene response from the ICP.
 2. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
 3. Source and Use of Resources.
 - a) We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, and also purchase supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate.

b) §418.102 of the Texas Government Code provides that the county should be the first channel for requests for assistance. SHSU will work closely with Walker County if additional resources are required.

D. ICS - EOC Interface

1. For major emergencies and disasters, the President will activate the emergency operations. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below.
2. The incident commander is generally responsible for field operations, including:
 - a) Isolating the scene by setting up a perimeter.
 - b) Determining the need for and initiating the process of the KatSafe emergency notification.
 - c) Establishing Hot, Warm, and Cold Zones depending upon the type of threat.
 - d) Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - e) Warning the campus population in the area of the incident and providing emergency instructions to them.
 - f) Determining and implementing protective measures (evacuation or shelter in place) for the campus population in the immediate area of the incident and for emergency responders at the scene.
 - g) Implementing traffic control arrangements in and around the incident scene.
 - h) Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a) Providing essential information and developing recommendations for the University President.
 - b) Providing resource support for the incident command operations.
 - c) Issuing university-wide warnings.
 - d) Issuing instructions and providing information.
 - e) Coordinating large-scale evacuation or shelter in place operations.
 - f) Coordinating shelter and mass care arrangements for evacuees.
 - g) Requesting assistance from the state and other external sources.

E. State, Federal & Other Assistance

1. State & Federal Assistance

a) If our resources are inadequate to deal with an emergency situation, we will request assistance from Walker County to augment our mutual aid resources,

equipment purchases or leases, or resources covered by emergency service contracts.

b) Requests for assistance are made through the Walker County EOC to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Conroe, Texas. A request for state assistance must be made by the University President, or the designated representative, to the Walker County EMC. 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 of the Governor.

c) The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the Disaster District to the State Operations Center (SOC) in Austin for action.

F. Actions by Phases of Emergency Management. This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation.

a) Schedule building Fire and Safety Inspection Program in coordination with the Huntsville Fire Department.

b) Conduct safety and awareness training in coordination with local, state, and national resources.

c) Orient new personnel to safety resources at the New Employee Orientation.

d) Train all in evacuation, shelter in place, basic fire and safety procedures.

e) Test and refine mass notification process including: Siren/Public Address, KatSafe, social media, and other viable forms of mass notification.

f) Identify trends leading to accidents, injury, and lost time and tailor safety training programs to reverse these trends.

g) Upgrade facilities, including fire suppression alarms and systems as budgets will allow.

2. Preparedness.

a) Provide emergency equipment and facilities.

b) Coordinate ICS training for critical staff involved in response and recovery efforts.

c) Conduct appropriate training for our emergency management personnel and volunteer organizations assisting in disaster (VOADs).

d) Each semester, SHSU will conduct at least one tabletop drill to test & access their contingency plans and preparedness.

e) Every two years, SHSU will engage in one full-scale drill to test and evaluate their multi-hazard preparedness for planned and unplanned events.

- f) At least once a semester, SHSU will test the Katsafe messaging system and send out TEST only emergency messages.
- g) Initiate a Campus Community Emergency Response Team (C-CERT) for faculty, staff and students to assist in preparedness activities.
- h) SHSU, through the University Police Department, will educate the SHSU faculty, the SHSU staff, and their SHSU students through informative videos and live presentations, on ways one can prepare themselves, their families, and loved ones in the event of an active attack, disaster, or other incident that could cause loss of life & property.
- i) SHSU Residence Life will hold fire drills each long semester for the individuals living in SHSU dormitories.
- j) Work with other campus departments and student organizations across campus, as needed, to prepare/train for multiple hazards as needed, warranted or identified.

3. Response.

- a) Initiate KatSafe warnings.
- b) Alert emergency medical services, firefighting, and law enforcement.
- c) Initiate evacuation, shelter and mass care, emergency public information.
- d) Notify University leadership.

4. Recovery.

- a) Restore vital services and provide for the basic needs of the students, faculty and staff.
- b) Provide temporary lodging and feeding facilities.
- c) Initiate debris removal, restoration of utilities, and structural repair.
- d) Provide mental health services.
- e) Sustain recovery messaging via the KatSafe system.
- f) Provide reunification location and information.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General. Most departments have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our organization for emergencies includes; the University President, Cabinet, a Crisis Communications Team, an emergency planning group, Public Safety Services, and support services.
2. Executive Group. The President provides guidance and direction for emergency response and recovery operations. The Executive Group includes the President's Cabinet.

3. **Public Safety 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 an incident site.
4. **Crisis Communication Team (CCT).** Consists of the Executive Director of Public Safety Service, the VP for Information Technology, the University PIO, and the Director of Emergency Management. The CCT formulates the initial response and recommendations.
5. **Emergency Planning Group.** This group includes representation from various departments that support and sustain the University recovery. This will include planning activities conducted at the EOC to execute the President's guidance. The Emergency Management Coordinator is the person in charge at the EOC.
6. **Volunteer Coordinators.** These individuals include organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. **University President.**
 - a) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
 - b) Monitor the emergency response during disaster situations and provides direction where appropriate.
 - c) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
 - d) With the assistance of the legal staff request the County Judge declare a state of emergency, or invoke any emergency powers when necessary.
 - e) Request assistance from other local governments or the State when necessary.
 - f) Direct activation of the EOC.
2. **The President's Cabinet.**
 - a) Assign emergency response personnel within respective departments.
 - b) Ensure identified emergency response personnel participate in emergency planning, training, and exercise activities.
 - c) Support the activation of the EOC with response planning group personnel.
3. **The Director of Emergency Management.**
 - a) Serves as the staff advisor to the President and Cabinet on emergency management operations.
 - b) Keeps the President and Senior Officials informed of our preparedness status and emergency management needs.
 - c) Coordinates local planning and preparedness activities and the maintenance of this plan.

- d) Arranges appropriate training for university emergency management personnel and emergency responders.
- e) Coordinates periodic emergency exercises to test our plan and training.
- f) Manages the EOC, develop procedures for its operation, and conduct EOC training.
- g) Performs day-to-day liaison with local and state emergency management staff.
- h) Coordinates with organized volunteer groups and businesses regarding emergency operations.

4. Department Responsibilities.

- a) Provide personnel, equipment, and supplies to support emergency operations upon request.
- b) Develop and maintain SOPs for emergency tasks.
- c) Provide trained personnel to staff the EOC to conduct emergency operations.
- d) Report information regarding emergency situations and damage to facilities and equipment.

5. The Incident Commander.

- a) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- b) Determine and implement required protective actions for response personnel and the public at an incident site.

VI. DIRECTION AND CONTROL

- A. The University 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.
- B. The Director of Emergency Management will synchronize the response activities of all departments from the EOC.
- C. 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 President. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

VII. EMERGENCY FACILITIES

- A. Incident Command Post. Except when an emergency situation threatens, an incident command post will be established in the vicinity of the incident site. As noted previously, the incident

commander will be responsible for directing the emergency response and managing the resources at the incident scene.

- B. Emergency Operations Center (EOC). When major emergencies and disasters have occurred or appear imminent, the President will activate emergency operations.
- C. Primary location for the EOC is the PACE Conference Room. Alternate EOC locations include the University Police Department's Conference Room, the INCOSIT Suite in the LEMIT Blackwood BLDG 1st floor, or the mobile SHSU GO Trailer. The Director of Emergency Management will designate the EOC location.

VIII. EMERGENCY OPERATIONS

- A. Assemble accurate information on the emergency situation (situational awareness) and update the University President with recommended courses of action.
- B. Work with representatives of the planning group to determine and prioritize required response actions and coordinate their implementation.
- C. Provide resource support for emergency operations.
- D. Suspend or curtail non-essential services, recommend the closure of the university to include classes, offices, and cancellation of other events.
- E. Organize and activate large-scale evacuation and mass care operations.
- F. Provide emergency information to the public.
- G. EOC operations are addressed in more detail in the Direction and Control Annex.

IX. LINE OF SUCCESSION. President, Provost, VP for Finance and Operations.

X. READINESS LEVELS

- A. Readiness Levels will be determined by the President.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 - 1. Level 3: Increased Readiness. Increased Readiness refers to a situation that presents a greater potential threat but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - a) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - b) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - c) 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.
 - d) 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.

e) 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.

2. Level 2: High Readiness. 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. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- a) Credible Threat of Attack. The Executive Director of Public Safety Services deems there to be a credible threat to the campus and communicates that to the President.

- b) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.

- c) 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 EOC, continuous situation monitoring, and notifying the public about the warning.

- d) 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 public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.

- e) 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.

- f) 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.

3. Level 1: Maximum Readiness. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

- a) Active Attack. The Executive Director of Public Safety Services declares an active attack on campus.

b) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, and recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.

c) 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 put damage assessment teams on stand-by.

d) Flash Flood Warning. Flooding is imminent or occurring at specific locations.

e) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include all law enforcement present for duty, notify Walker County that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.

XI. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts. All agreements will be entered into by authorized officials and should be in writing. Agreements and contracts should identify the officials authorized to request assistance pursuant to those documents.

B. Reports.

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the Chemical and Lab Safety Coordinator will file the report. If the party responsible for a reportable spill cannot be located, the Environmental Health and Safety Coordinator shall ensure that the required report(s) are made.
2. Incident Briefing (ICS 201). This short report should be prepared by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.
4. Incident Action Plan (IAP) will be prepared by the Planning Section for any incident which is projected to extend into multiple operational periods.

C. Records.

1. Division of Finance and Operations 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.
2. Activity Logs. The Incident Command Post and the Emergency Operations Center shall maintain accurate logs recording key response activities, including:
 - a) Activation or deactivation of emergency facilities.

- b) Emergency notifications to other local governments and to state and federal agencies.
 - c) Significant changes in the emergency situation.
 - d) Major commitments of resources or requests for additional resources from external sources.
 - e) Issuance of protective action recommendations to the public.
 - f) Evacuations.
 - g) Casualties.
 - h) Containment or termination of the incident.
3. Incident Costs. All department 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 as in preparing future department or agency budgets. 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.
4. Costs for emergency operations to include:
- a) Personnel costs, especially overtime costs.
 - b) Equipment operations costs.
 - c) Costs for leased or rented equipment.
 - d) Costs for contract services to support emergency operations.
 - e) Costs of specialized supplies expended for emergency operations.
5. Preservation of Records. In order to continue normal operations following an emergency situation, vital records must be protected. These include legal documents as well as property damage and expenditures relative to personnel and equipment. Essential records should be protected to include routine backup of online data and reporting documents. Each department responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- D. Training. The Director of Emergency Management will coordinate training in accordance with the NIMS.
- E. Consumer Protection. Complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Vice Chancellor and General Counsel of the Texas State University System.
- F. After Action Review. The Director of Emergency Management is responsible for organizing and conducting an after action review (AAR) of emergencies and exercises. The AAR will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or division will be assigned responsibility for correcting the deficiency.

XII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Plan Development. The Director of Emergency Management is responsible for plan development and sustainment.
- B. Distribution of Planning Documents. Once the President has approved the base plan and annexes, they will be available on the KatSafe Website.
- C. The Basic Plan and its annexes shall be reviewed at least annually by the appropriate university officials. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises, and when changes in threat hazards, resources and capabilities, or university organization occur.
- D. The base plan and its annexes will be revised or updated by a formal change at least every five (5) years. The Director of Emergency Management is responsible for updating the base plan.

XIII. RECORD OF DISTRIBUTION. Sam Houston State University publishes emergency plans on the emergency management website known as KatSafe: <http://www.shsu.edu/katsafe/> in the emergency plans section.

XIV. AUTHORITY

- A. Federal
 - 1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 United States Code 5121
 - 2. Emergency Planning and Community Right-to-Know Act, 42 United States Code Chapter 116
 - 3. Emergency Management and Assistance, 44 Code of Federal Regulations Hazardous Waste Operations & Emergency Response, 29 Code of Federal Regulations 1910.120
 - 4. Homeland Security Act of 2002
 - 5. Homeland Security Presidential Directive-5, Management of Domestic Incidents
 - 6. Homeland Security Presidential Directive-3, Homeland Security Advisory System
 - 7. National Incident Management System
 - 8. National Response Framework
 - 9. National Strategy for Homeland Security, July 2002
 - 10. Nuclear/Radiological Incident Annex of the National Response Plan Institutional Security Policies and Crime Statistics, 34 Code of Federal Regulations 668.46
 - 11. Jeanne Clery Act 20 U.S.C. 1092(f), 34 CFR 668.46
- B. State
 - 1. Government Code, Chapter 418 (Emergency Management)
 - 2. Government Code, Chapter 421 (Homeland Security)
 - 3. Government Code, Chapter 433 (State of Emergency)
 - 4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
 - 5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)

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6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
10. The Texas Homeland Security Strategic Plan, Part III, February 2004
11. Subchapter, E, Chapter 51, Education Code, Section 51.217 Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule 202.74 (Business Continuity Planning)
12. Texas Education Code Section 51.217

ATTACHMENT 1: EMERGENCY MANAGEMENT PLANNING GROUP ORGANIZATION**Activation of each member of the group dependent on the emergency and VP approval**

ORG	Name	Department
SHSU Pres	Dana Hoyt	President
SHSU VP	Carlos Hernandez	Finance and Operations
SHSU VP	Dick Eglsaer	Provost
SHSU VP	Frank Holmes	Advancement
SHSU VP	Heather Thielemann	Enrollment Management
SHSU VP	Frank Parker	Student Affairs
SHSU VP	Mark Adams	Information Technology (IT)
SHSU AD	Bobby Williams	Athletics
SHSU CofS	Kathy Gilcrease	Office of the President
SHSU	Stanley Kelley	Agriculture (as needed during animal sheltering)
SHSU	Magdalena Denham	Volunteer Management
SHSU	Kris Ruiz	Marketing and Communications
SHSU	Joe Agins	Compliance
SHSU	Dave Hammonds	HR & RM
SHSU	Amanda Coleman	Marketing and Communications
SHSU	Matthew Taylor	IT
SHSU	Steve Shields	Environmental Health and Safety & RM
SHSU	Keith Jenkins	Student Affairs
SHSU	Juan Nunez	Facilities Management
SHSU	Emily Binetti	Marketing and Communications
SHSU	Stephanie Knific	Marketing and Communications
SHSU	Steven Jeter	Director of Emergency Management
SHSU	Joellen Tipton	Residence Life
SHSU	Trey Holloway	University Police Department
SHSU	Scott Vaculik	Rec Sports - HKC
SHSU	Rob Webber	Lowman Student Center
SHSU	Kevin Morris	Executive Director of Public Safety Services

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SHSU	Ed Chatal	Rec Sports – Coliseum Operations
SHSU	Clint Lockwood	Visitor's Center – Call line and information dissemination
SHSU	Patsy Collins	Volunteer Coordinator
SHSU	Mary Robbins	Academic Affairs
SHSU	John Yarabeck	Dean of Students
SHSU	Drew Miller	Counseling and Health Services
SHSU	Renee Starns	Procurement
SHSU	Carolyn Martinez	The Woodlands Center Executive Director
SHSU	Bill Tidwell	Procurement
County	Sherri Pegoda	Walker County OEM
County	Joe Connell	Walker County OEM
County	Butch Davis	Walker County OEM
City	John Waldo	Huntsville EMC
City	Greg Mathis & John Hobbs	Huntsville Fire Department
City	Dena Daniel	Huntsville Memorial Hospital
City	Andy Brauning	City of Huntsville Mayor
Aramark	Brad Blackburn	Aramark

ATTACHMENT 2: EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Warning	Communications	Shelter & Mass Care	Radiological Safety	Evacuation	Fire Safety	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Officer and Department Readiness	Hazard Mitigation	Hazmat & Oil Spill Response	Severe Weather	Training and Exercises	Legal	Incident Response	Special Large Events	Point of Distribution	After Action Review
Public Safety Services	P				P		P			P				P	P			P	P		P	P	P	P
Information Technology		P																						
Shelter & Mass Care Coord			P																					
University Health Center								P																
EHS&RM				P		P										P	P							
Marketing Communications									P															
Facilities Management											P	P	P											
TSUS Counsel																				P				

P – INDICATES PRIMARY RESPONSIBILITY

ATTACHMENT 3: ANNEX PRIMARY AND SUPPORTING DEVELOPMENT EFFORTS

ANNEX	PRIMARY AND SUPPORTING EFFORTS
Warning	DPSS, IT, MARCOM
Communications	IT, DPSS, MARCOM
Shelter & Mass Care	Shelter and Mass Care Coordinator
Radiological Protection	EHS&RM
Evacuation	DPSS, EHS&RM
Fire Safety	EHS&RM
Law Enforcement	DPSS
Health and Medical Services	University Health Center Director
Public Information	MARCOM, DPSS
Recovery	DPSS, Facilities Management, EHS&RM
Public Works & Engineering	Facilities Management
Utilities	Facilities Management
Resource Management	Facilities Management, Procurement
Direction & Control	DPSS
Office and Department Readiness	DPSS, EHS&RM
Hazard Mitigation	EHS&RM
Hazardous Materials & Oil Spill	EHS&RM
Severe Weather	DPSS
Training and Exercises	DPSS
Legal	TSUS Counsel
Incident Response (shooter, bomb, fire, chem hazard)	DPSS, EHS&RM
Special Large Events	DPSS
Point of Distribution Operations	University Health Center Director, DPSS
After Action Reviews	DPSS

August 23, 2019

ATTACHMENT 4: SUMMARY OF AGREEMENTS

Agreements

Description: **Closed Point of Distribution**

Summary of Provisions: Facilities and personnel to support distribution operations

Officials Authorized to Implement: President, VP F&O, VP SA

Costs: Depends on University closure and personnel working outside normal work hours

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