



Emergency Management Plan

Promulgation Statement

Prairie View A&M University Emergency Management Plan

The Prairie View A&M University (PVAMU) Emergency Management Plan (EMP) establishes the framework for protecting life, health, safety, and continuity of operations for our students, faculty, staff, and visitors. This plan outlines the coordinated response and recovery actions necessary to reduce the impact of emergencies and strengthen the resilience of the University community.

PVAMU is committed to maintaining a safe and secure environment and to ensuring that all departments understand their roles and responsibilities before, during, and after an incident. The Emergency Management Plan supports this commitment by providing clear guidance for preparedness, response, mitigation, and recovery operations. It aligns with federal and state emergency management standards, including the National Incident Management System (NIMS) and the Incident Command System (ICS), and integrates with the Texas A&M University System emergency planning framework.

All PVAMU departments, units, and personnel are directed to familiarize themselves with the Emergency Management Plan and to support its implementation through training, exercises, and continuous improvement. The success of this plan depends upon the collaboration and readiness of the entire University community.

By virtue of the authority vested in the Office of the President, I hereby approve and promulgate the Prairie View A&M University Emergency Management Plan. This plan is effective immediately and shall remain in effect until superseded.

Approved Crystal Giles Date: 2/24/2026 | 10:31 AM CST
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Table of Contents

Approval and Implementation.....	1
Authority	5
Federal	5
State of Texas	5
Local.....	5
Purpose	6
Purpose of Plan	6
Relationship to Local Emergency Management Plan	6
Mission of the University in Emergency or Disaster	6
Goals of University.....	6
Explanation of Terms.....	7
Acronyms	7
Definitions.....	8
Emergency Classifications.....	9
Situation and Assumptions	10
Enrollment/Employment Figures.....	10
Campus	10
Geographic Location.....	10
Hazard Summary.....	11
Situation.....	12
Assumptions	13
Concept of Operations.....	14
Objectives.....	14
General.....	14
Operational Guidance.....	15
Incident Command System.....	17
ICS-EOC Interface.....	17
Activities by Phases of Emergency Management	18
Organization and Assignment of Responsibilities	19
Assignment of Responsibilities	20
Direction and Control.....	25
General.....	25
Emergency Facilities.....	25
Line of Succession.....	26
Readiness Levels	27
Readiness Action Level Descriptions.....	27
Continuity of Operations	29
General.....	29
Emergency Action Steps	29
Resources	29
Protection of Vital Records	29
Administrative and Support.....	31
Agreements and Contracts	31

Reports	31
Records	31
Post-Incident and Exercise Review	32
Plan Development and Maintenance	32
Plan Development	32
Distribution of Planning Documents	32
Review	33
Update	33
Annexes to Plan	35
Annex A	Warnings
Annex B	Communications
Annex C	Sheltering and Mass Care
Annex D	Disaster Planning for Farm Animal Facilities
Annex E	Evacuation
Annex F	Fire Fighting
Annex G	Public Safety and Security
Annex H	Health and Medical Services Pandemic
Annex I	Threats ad Acts of Violence
Annex J	Continuity of Operations
Annex K	Transportation
Annex L	Northwest Houston Center
Annex M	College of Nursing

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
#1	8/12/2020	Annex H – Combined Health Services and Pandemic		
#2	8/12/2020	Added Annex J – Continuity of Operations		
#3	8/12/2020	Added Annex L – Northwest Houston Center		
#4	6/3/2021	Added Annex M – College of Nursing		
#5	6/14/2024	Minor Revisions at EMP		
#6	11/6/2025	Authority References		
#7	11/6/2025	Plan Purpose Statement		
#8	11/6/2025	Plan Review		
#9	11/16/2025	Explanation of Terms and Definitions		
#10	11/6/2025	Emergency Classifications		
#11	11/6/2025	Notification Procedures/Monthly Test Requirements		
#12	11/6/2025	Emergency Notifications Team		
#13	11/6/2025	Required Positional Training		
#14	11/6/2025	Required Training Table		
#15	11/6/2025	Emergency Management Coordinator Job Description		
#16	11/6/2025	Emergency Operations Center Activation		
#17	11/6/2025	Readiness Action Level Description		

Authority

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended),
- 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Plan

State of Texas

- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Government Relating to Emergency Management
- Executive Order of the Government Relating to the National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategy
- Texas A&M University Regulation 34.07 Emergency Management August 16, 2023
- Texas A&M University Regulation 34.07.01 Emergency Management Plans January 24, 2024

Local

- Inter-local Agreements & Contracts
- Inter-agency Participation and Training

Purpose

Purpose of Plan

Prairie View A&M University is committed to protecting the welfare of its campus communities. For this reason, we are dedicated to maintaining a comprehensive Emergency Operations Plan to mitigate potential hazards and familiarize students, faculty, and staff with emergency procedures. The Emergency Management Plan is designed to help university personnel respond appropriately to emergencies.

Planning for emergencies and other critical incidents is an integral part of our normal business planning and campus life. Emergencies can occur anytime, anywhere, without warning, and their consequences affect everyone. As a result, all campus community members share a responsibility for emergency preparedness. With this plan and our collective efforts, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response and recovery from their inevitable occurrence.

This plan outlines our approach to emergency operations, provides general guidance for emergency management activities, and provides an overview of our mitigation, preparedness, response, and recovery methods. It also describes our 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 more detail "who does what, when, and how". Every administrative and academic unit should maintain a plan to protect personnel and equipment that supports campus-wide response and recovery actions. Divisions, Departments, and Units found in this plan or supporting annexes identify critical operations of the respective area and essential personnel involved with critical operations.

This plan emphasizes advanced preparation and teamwork and establishes effective communication channels that provide continuous improvement and leadership in preparing for and responding to emergencies and critical incidents. Therefore, every Prairie View A&M University community member should read this document and understand their role in emergencies.

Relationship to Local Emergency Management Plans

This Plan provides for coordination with local officials concerning credible threats and the effective integration of state support for local emergency operations when local officials request state assistance. Local emergency management plans guide employment resources, mutual aid resources, and specialized regional response resources under a local incident commander who may be supported by a local Emergency Operations Center (EOC). Local emergency management plans include specific provisions for requesting and employing state resources to aid in managing and resolving emergencies for which local resources are inadequate.

Mission of the University in Preparation or Event of an Emergency or Disaster

- Prepare for emergencies and disasters.
- Protect lives and property.
- Mitigate the effects of a disaster.

Goals of the University in the Event of an Emergency or Disaster

Provide emergency response plans, services, and supplies for all facilities and employees.

- Coordinate the use of personnel and facilities within the university campuses.
- Restore normal services as quickly as possible; and,
- Provide detailed and accurate documentation of emergencies to aid in the recovery

Plan Review

The Emergency Management Plan will be reviewed annually and will be updated and revised as appropriate. Interim revisions will be made when one of the following occurs:

- Information contained in the plan or materially affects implementation of the plan contents or the implementation of the plan
- A material change in response resources
- An incident occurs that requires a review
- Internal assessments, third party reviews, or experience in drills or actual responses that identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes were deemed significant
- Plan changes, updates, and revisions are the responsibility of the Risk Management & Safety (RMS) Emergency Management Coordinator (EMC) who will ensure that any plan changes are distributed accordingly

Explanation of Terms

Acronyms

BC	Building Coordinator
UPD	University Police Department
EOC	Emergency Operations Center
EMP	Emergency Management Plan
EOT	Emergency Operations Team
FEMA	Federal Emergency Management Agency
GPS	Global Positioning System
HAZMAT	Hazardous Material
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PAS	Panther Alert System
PIO	Public Information Officer
PVAMU	Prairie View A&M University
RMS	Risk Management & Safety
SOC	State Operations Center
SVPBA	Senior Vice President for Business Affairs
TAMUS	Texas A&M University System
TDEM	Texas Division of Emergency Management

Definitions

Critical Infrastructure

- Assets, systems, and functions vital to the campus's security, governance, public health and safety, or economy.

Disaster

- The occurrence or imminent threat of widespread or severe damage, injury, loss of life, or property that is beyond the capability of the campus to resolve with its resources. The PVAMU EOC is activated. City, county, state, and federal response assistance may be needed to resolve the situation and conduct recovery activities.

Emergency

- The occurrence or imminent threat of a condition, situation, or event that requires immediate actions to save lives, prevent injuries, protect property, public health, the environment, and public safety, or lessen or avert the threat of a disaster. An emergency is a situation that is more significant in scope and severe risk of actual or potential effects than an incident. The PVAMU Emergency Operations Center (EOC) is typically activated to mobilize local resources, coordinate external resource support, conduct mid and long-term planning, and disseminate emergency public information. Some technical assistance or resources may be requested from the city, county, state, local disaster district EOC and the State Operations Center (SOC), which may be activated to monitor and respond to a more significant situation.

Emergency Situations

- This term is used in this Plan when the intent is to describe a full range of crises, from incidents at the low end of the crisis spectrum to disasters at the high end.

Homeland Security Activity

- Any activity related to the prevention or discovery of, response to, or recovery from a terrorist attack, natural or manmade disaster, hostile or paramilitary action, or extraordinary law enforcement emergency.

Incident

- An emergency limited in scope and potential effects on life and property is typically handled by on-campus personnel acting under an incident commander. An incident may require limited external assistance from other local response forces. PVAMU - EOC is usually not activated.

Inter-local agreements

- Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergencies 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 mutual aid agreements.

Senior University Official

- President, Provost, and Vice Presidents.

Standard Operating Procedures (SOP)

- Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department level.

Emergency Classifications

Isolated Critical Incident

An Isolated Critical Incident is defined as an occurrence impacting only a small part of the university community or university physical property, which does not affect the overall functioning capacity of Prairie View A&M University.

Examples would include, but are not limited to:

Small

- Localized fire or small localized hazardous material spill

Isolated

- Power outage. Even though an isolated incident may be considered small or insignificant, it is by no means to be taken lightly. Immediate attention must be given to mitigate the situation as quickly as possible.
- Upon the occurrence of an isolated critical incident, the first priority is the safety of all individuals involved. This includes the safety of individuals directly affected by the incident and the safety of individuals within the area.
- An isolated critical incident may not require the activation of the Emergency Operations Team (EOT) as a whole; however, selected members of the EOT may be involved as necessary.

The Incident Commander will make the decision whether to activate the Emergency Operations Center. Recovery activities are typically limited to short-term responses such as temporary relocations, repair of damaged areas, or restoration of infrastructure services.

Major Critical Incident

A Major Critical Incident is defined as a serious emergency that completely disrupts one or more operations of PVAMU.

Examples include, but are not limited to the following:

- Major fire
- Civil disturbance
- Widespread power outage

Outside emergency services, as well as major efforts from various PVAMU departments, will be required. Major policy and procedural considerations and decisions will usually be required. The Emergency Operations Center will be activated.

Recovery activities may be short-term responses such as temporary relocations, repair of damaged areas, or restoration of infrastructure services. Alternatively, recovery activities could be long-term in nature and require expanded recovery efforts or include reconstitution plans for return to normal.

Disaster

A disaster is defined as a university or city-wide, or more extensive, emergency which seriously impairs or halts the operations of Prairie View A&M University.

Examples include:

- Massive Flooding

- Damaging Tornado
- Long-Term Pandemic Flu Response

Outside, emergency services will likely be essential. However, they may not always be available. Major policy considerations and decisions will usually be required, and the Emergency Operations Center will be activated. Recovery activities long-term in nature and require expanded recovery efforts and will most likely include reconstitution plans for return to normal.

Situations and Assumptions

Enrollment/Employment Figures

Prairie View A&M University, a member of the Texas A&M University System (TAMUS), prepares students for leadership roles in their chosen professions within an increasingly complex state, national, and global society. The University provides a dynamic learning environment grounded in high-quality academic programs built on a strong foundation in the arts and sciences, business, and education.

To fulfill its mission, Prairie View A&M University offers a comprehensive range of baccalaureate and master's degrees, along with multiple doctoral programs. In addition to delivering excellence in undergraduate and graduate education, the University advances a progressive agenda for global study and interdisciplinary understanding.

Guided by its Journey to Eminence, Prairie View A&M University is strategically focused on elevating academic excellence, expanding research and innovation, strengthening student success, and enhancing its impact at the state, national, and global levels.

The University currently enrolls approximately 10,000 students and employs more than 2,000 full- and part-time faculty and staff.

Campus

The university is in Prairie View, Texas, 40 miles northwest of Houston and one mile north of US Highway 290 on Farm Road 1098. It is the second oldest public institution of higher education in Texas. The campus comprises 105 buildings consisting of administrative and support services, instructional classrooms/laboratories, competition/recreational physical fitness, housing, theaters, and other facilities and support infrastructures.

Geographical Location

Geographically, the university encompasses approximately 1,502 acres, which include two satellite campuses: The College of Nursing, located in the Houston Medical Center, and the Northwest Houston Campus, located on Grant Road.

Hazard Summary

A summary of the significant hazards is provided below.

Hazard Type:	Frequency	Magnitude	Warning Time	Severity	Risk Priority
	4 - Highly Likely	4 - Catastrophic	4 - Catastrophic	4- Catastrophic	High 14-16
	3 - Likely	3 - Critical	3 - Critical	3 - Critical	Medium 7-13
	2 - Possible	2 - Possible	2 - Possible	2 - Possible	Low 1-6
	1 - Unlikely	1 - Negligible	1 - Negligible	1 - Negligible	
Natural					
Earthquake	1	2	4	3	Medium
Extreme Heat	3	3	1	1	Medium
Flash Flooding	3	2	3	2	Medium
Hurricane	2	2	1	2	Medium
Tornado	2	3	4	3	Medium
Wildfire	1	2	1	3	Medium
Winter Freeze	1	2	1	3	Medium
Pandemic	1	4	2	4	Medium
Human Made					
Chemical/ Hazardous/Material Incident	2	3	4	3	Medium
Airborne Pathogens	2	2	4	2	Medium
Fire	3	3	4	3	Medium
Airplane Crash	1	4	4	4	Medium
Power Outage	3	3	4	3	Medium
Water Outage	1	3	4	3	Medium
Gas Leak	1	2	4	3	Medium
Telecommunications Failure	2	4	4	4	High
Main Entrance Closure	1	1	4	2	Medium
Accidents (Transportation)	1	2	4	2	Medium
Alcohol/Drug Overdose	1	3	4	3	Medium
Mental Health Crisis	3	3	4	3	Medium
Mass Contamination	1	2	4	2	Medium
Suicide	2	2	4	3	Medium
Bomb Threat	2	3	4	3	Medium
Civil Disorder	2	3	3	3	Medium
Death on Campus	2	2	4	2	Medium
Explosion	2	3	4	4	Medium

Hostage Situation	2	4	4	4	High
Cyber Attack	3	3	4	3	Medium
Kidnapping/ Abduction	1	4	4	4	Medium
Missing Student	2	3	4	3	Medium
Unlawful Possession Of Weapon on Campus	2	2	4	2	Medium
Sexual Assault	4	3	4	3	Medium
Medical Emergency	2	2	4	2	Medium

PVAMU recognizes that the list above may not cover all situations that warrant Plan utilization. Therefore, the determination of whether a situation warrants Plan utilization will be decided by the Executive Director of Risk Management and Safety, the Chief of UPD, or a senior university official.

Situation

- The University is exposed to many hazards, all of which have the potential to disrupt the university community, cause casualties, and damage or destroy public or private property. A summary of the significant hazards is provided above.
- The *State of Texas Hazard Analysis*, published by the Texas Division of Emergency Management (TDEM), provides detailed information concerning the occurrences and impact of hazards in Texas.

The Emergency Operations Team (EOT) has determined the types of hazards threatening the university, including:

- Natural hazards such as wildfires, floods, hurricanes, and tornadoes.
- Human-made catastrophes such as major transportation accidents, oil spills, fires, explosions, accidents, hazardous material spills (radioactive or chemical), and criminal activity.
- Homeland Security threats, including attacks by foreign military forces and terrorists with conventional, chemical, biological, nuclear, and radiological weapons.
- Other threats may include but are not limited to civil unrest and energy outages.

Acts of terrorism can occur at any place and with little or no warning.

Emergencies can occur at any time and at any place, and the university must be prepared to respond with little or no warning. For emergencies, timely warning and implementation of preventive measures may be possible to save life and property.

Many of the university's threats can potentially cause catastrophic damage, mass casualties, and mass fatalities. A devastating disaster could quickly overwhelm the university and rapidly deplete resources. All departments on campus must be prepared to operate effectively during crises and ensure public safety, provide essential services, and maintain uninterrupted direction and control capabilities.

TAMUS Regulation 34.07.01 Emergency Management Plans require the university to implement certain continuity of operations, including providing for emergency succession of incident command operations, identification of alternate operating facilities, preservation of vital records, and protection of university personnel, materials, and facilities. These measures should be implemented before threats materialize to maintain continuity following emergencies or disasters.

Effective pre-disaster mitigation, thorough preparedness, timely warning, and well-trained and

equipped response forces can reduce the number of deaths and injuries caused by a hazard. Effective pre-disaster mitigation can also reduce the amount of damage to property and facilities that result from a disaster.

The ability of the university to respond to and provide for the safety and welfare of the university community in an emergency or disaster is directly influenced by the effectiveness of preparedness, response, and continuity of operations.

The ability of the university to recover and resume normal operations following a disaster is directly influenced by the effectiveness of continuity of operations and recovery planning.

The availability of critical emergency response and recovery capabilities and resources can be expanded through the employment of mutual aid. The university is encouraged to enter local and regional mutual aid agreements to supplement its capabilities.

The university contracts private industry vendors for specialized emergency response equipment, supplies, and services to supplement resources.

The President has the authority to issue mandatory evacuation orders and control ingress and egress to and from the university campus. UPD also has authority pending imminent danger to life or property.

Assumptions

- The university may experience emergencies and disasters that cause death, injury, and damage or may necessitate evacuation and sheltering of the public at risk.
- It is possible for a major disaster to occur at any time and in any place. Dissemination of warnings to the public and implementation of increased readiness measures may be possible in many cases. However, some emergencies occur with little or no warning.
 - The university will develop, maintain, and implement comprehensive emergency management plans that address hazards and contain mitigation, preparedness, response, and recovery elements and procedures by state and system planning standards.
 - Emergency response and recovery capabilities can be enhanced by employing supplemental resources obtained through mutual aid agreements and from private industry.
 - University emergency operations, including mutual aid, will be directed by university officials, except in situations that require expertise to cope with the problem(s) at hand.
 - Outside assistance will be available in most emergencies. Since it takes time to summon external aid, the university must be prepared to carry out the initial emergency response independently.
 - A catastrophic event could cause such widespread damage to the infrastructure that the existing emergency response capabilities of the university, state, and local governments are curtailed or otherwise inadequate for the situation's needs.
 - Such an event could result in governments being victims of the disaster and unable to adequately provide for the safety and welfare of the university community.
 - University-owned facilities and resources in a catastrophic disaster area are expected to suffer widespread damage and destruction. This situation may severely limit or eliminate the university's immediate response capabilities.
 - Emergencies may cause the death of or injury to key officials. Therefore, the university

must establish a chain of commands to make response operations more effective. Lines of succession must be established to identify who is in charge and what emergency powers they are authorized to use.

- University offices, including emergency facilities, may be destroyed or become inoperable during a significant disaster. Emergency response operations will be more effective if emergency facilities are protected and alternate sites for essential university operations are pre-selected. Having mobile emergency operations centers or command posts available may also preserve operational capabilities.
- Normal communications systems may be destroyed, degraded, or rendered inoperable in a disaster. Emergency response operations will be more effective if compatible, alternate, and mobile communications capabilities are available and operational.
- Comprehensive pre-planning will be necessary to ensure effective communication during crises.
- Normal operating procedures can be disrupted during a crisis; however, departments can still operate effectively if employees understand their emergency responsibilities and have pre-designated tasks and assembly instructions.
- The destruction of critical facilities and essential equipment and supplies located in hazard-vulnerable areas can be greatly reduced through pre-planned actions to protect these resources in place or by relocating them.
- Identifying and continuing the protection of critical records is essential to the continuity of university operations and the effective return to normal operations in an area affected by a disaster.
- This Plan implies no guarantee of a perfect response system. As personnel and resources may be overwhelmed, the university can only endeavor to make every reasonable effort to respond to the situation with the resources and information available at the time.

Concept of Operations

Objectives

- For the university to protect the lives and well-being of the university community through the prompt and timely response of trained personnel during an incident, the university shall establish and maintain a comprehensive Emergency Management Plan (EMP). The EMP will include plans and procedures, roles and responsibilities, hazard analysis, training, exercise, and review requirements.

General

- The university will provide emergency services to the university community during hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergencies that affect the university.
- The university will conduct drills and exercises to prepare personnel and students for emergencies.

- To achieve the necessary objectives, an integrated emergency program has been organized that employs the university's resources, local emergency responders, organized volunteer groups, businesses and TDEM and addresses mitigation/prevention, preparedness, response, and recovery). This Plan is one element of the preparedness activities.
- This Plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency. For example, Appendix A – Warnings addresses techniques that can be used to warn the university community of any emergency, whatever the cause.
- The Incident Command System (ICS) will be used to manage all emergencies that occur on the campus. We encourage using ICS to perform non-emergency tasks and promote familiarity with the system. All EOT members will be trained in ICS.
- Personnel tasked in this Plan are expected to develop and keep current Standard Operating Procedures (SOP) describing how emergency tasks will be performed. The university ensures that training and necessary equipment for an appropriate response in an emergency are available.
- This Plan is based upon the concept that the emergency functions that the university must perform are generally parallel to some of their normal day-to-day functions. The same personnel and material resources used for day-to-day activities will be employed during emergencies. 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. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks

Operational Guidance

Initial Response

University personnel are likely to be first on the scene of an emergency on the campus. They will typically take charge and remain in charge of the incident until it is resolved, or others with the legal authority to do so assume responsibility. Where appropriate, they should seek guidance and direction from local officials and technical assistance from state and federal agencies and industry.

The Incident Commander on the scene will be responsible for activating the university Emergency Management Plan and the initial response:

- Evacuation – Requires all occupants to leave the facility or campus. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
- Shelter-in-place – Occupants are held in a facility. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving inclement weather, hazardous material spills that produce toxic vapors outside of the facility, or active shooter situations.

Notification Procedures

- In case of an incident in any facility on campus, the flow of information may be from a witness to the UPD. Information should include the nature of the incident and the impact on the university community.
- If further notification is warranted, PVAMU can notify the entire university community via the Panther Alert System (PAS) mass notification process.

- Mass notification through PAS must be initiated through one of the following:
 - UPD
 - Risk Management & Safety
 - Office of Marketing and Communications
 - CITE
 - Office of University Compliance
- Media outlets (Television, Radio, and Newspaper) can be utilized to notify the public through the Office of Marketing and Communications.

Training and Exercise

- The university understands the importance of training, drills, and exercises in the overall emergency management program by System Regulation 34.07.01 Emergency Management Plans. To ensure that personnel and community first responders are aware of their duties and responsibilities under the EMP and the most current procedures, the following training, drill, and exercise actions will occur:
 - Training and refresher training sessions shall be made available for all applicable university personnel.
 - Information addressed in these sessions will include updated information on the Plan and procedures and changes in the duties and responsibilities of Plan participants. Discussions will also center on revisions to additional materials, such as appendices. Input from all employees is encouraged
- The EMP will be exercised at least annually utilizing a tabletop or functional scenario.
 - A full-scale exercise of the Plan shall be performed at least once every three years.
- Tests and exercises should include, whenever possible, the agencies and emergency response entities that will interface with the university during an emergency.
- Actual emergencies serious enough to require activation of the EMP and the campus EOC will not suffice to meet the requirements for a full-scale exercise.
- The university should participate in external drills or exercises sponsored by local emergency responders. The availability of university personnel and the nature of the drill or exercise relating to improving the university's ability to respond to and deal with emergencies shall govern the degree to which the university will participate.
- The Panther Alert System (PAS) will be tested every month.

Implementation of the Incident Command System (ICS)

- The designated incident commander (IC) for the university will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an Incident Command Post (ICP) and assess the situation to university officials, identify response resources required, and direct the on-scene response from the ICP.
- For disaster situations, a specific incident scene may not exist in the initial response phase. The City or County Emergency Operations Center 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 ICP may be established at the university and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

Source and Use of Resources

The university will use its own resources to respond to emergency situations. If additional resources are required, the following options exist:

- Request assistance from City and County emergency responders.
- Request assistance from other System components.
- Request assistance from volunteer groups active in disasters; and,
- Request assistance from industry or individuals who have resources needed to assist with the emergency.

Incident Command System

- The university intends to employ 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.
- The IC 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 IC and one or two individuals may perform all these functions. For larger incidents, several individuals from different PVAMU departments may be assigned to separate staff sections charged with those functions.
- In emergency situations where other jurisdictions or 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 deal with the emergency.

Incident Command System (ICS) – Emergency Operations Center (EOC) Interface

- For campus-wide disasters, the university EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
- The IC is generally responsible for field operations, including:
 - Isolating the scene.
 - Directing and controlling the on-scene response to the emergency and managing the emergency resources committed there.
 - Approving communications to the university community of the incident and providing emergency instructions.
 - Determining and implementing protective measures (evacuation or shelter-in-place) for the university community in the immediate area of the incident and for emergency responders at the scene.
 - Implementing traffic control arrangements in and around the incident scene, and requesting additional resources from the university EOC.
- The EOC is generally responsible for:
 - Providing resource support for the incident command operations.

- Issuing campus-wide warning.
- Issuing instructions and providing information to the public.
- Organizing and implementing large-scale evacuation.
- Organizing and implementing shelter and mass arrangements for evacuees.
- Coordinating activities with other governmental response agencies.
- Emergency operations with different objectives may be conducted at geographically separated scenes in some large-scale emergencies or disasters. In such situations, more than one incident command post may be established. If this situation occurs, allocating resources to specific field operations must be coordinated through the EOC.

Activities by Phases of Emergency Management

This Plan addresses emergency actions that are conducted during all four phases of emergency management.

Mitigation/Prevention

The university will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency to avoid repetition of the situation.

The mitigation/prevention activities included in the emergency management program are:

- Hazard Analysis
- Identifying hazards
- Analyzing hazards
- Mitigating/preventing hazards
- Monitoring hazards

Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in an emergency. Among the preparedness activities included in the emergency operations program are:

- Providing emergency equipment and facilities.
- Emergency planning, including maintaining this Plan and appendices.
- Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this university during emergencies in training opportunities.
- Conducting periodic drills and exercises to test emergency plans and training.
- Completing and submitting to the Chancellor through the System Office of Risk Management an After-Action Review after drills, exercises, and actual emergencies; and,
- Revise the Plan as necessary and submit it to the Chancellor through the System Office of Risk Management by System Regulation 34.07.01 guidelines.

Response

- The university will respond to emergencies effectively and efficiently. Most of this Plan and its appendices focus on planning for the response to emergencies.
- Response operations are intended to resolve an emergency quickly while minimizing casualties and property damage. Response activities include warning, first aid, fire suppression, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.
- **Recovery**
- When a disaster occurs, the university will conduct a short-term and long-term recovery program. Short-term operations seek to restore vital services to the university and provide for the basic needs of the university community. Long-term recovery focuses on restoring the campus to its normal state.
- Under the Stafford Act, the federal government provides most disaster recovery assistance. The recovery process includes aid to students, faculty, and staff. Examples of recovery programs include temporary relocation of classes, restoration of services, debris removal, repair of utilities, disaster mental health services, and reconstruction of damaged facilities.

Organization and Assignment of Responsibilities

General

The university has emergency functions in addition to regular day-to-day duties. During emergencies, the typical organizational arrangements are modified to facilitate emergency operations. The university organization for emergencies includes an incident assessment team, an emergency operations team, and an emergency response team.

- **Incident Assessment Team (IAT)**
This group provides guidance and direction for emergency management programs, emergency response, and recovery operations. Members of this group are those whose function or capabilities relate to essential phases of emergency management.

The Incident Assessment Team includes:

- Senior Vice President for Business Affairs
- Senior Vice President for Strategy and Transformation
- Chief of the University Police Department
- Executive Director of Risk Management & Safety
- Executive Director of Campus Planning and Space Management
- Emergency Management Coordinator

- **Emergency Operations Team (EOT)**
The Emergency Operations Team develops emergency operations plans for the university, coordinates with local emergency services to develop functional appendices for specific hazards, coordinates the university's planning activities, and recruits members of the university's Emergency Response Team. The Emergency Operations Team may include, as indicated by appropriate appendices:
 - Incident Assessment Team
 - President
 - Provost and SVP for Academic Affairs
 - VP for Student Affairs

- Chief Information Officer (CIO)
- VP for Research, Innovation
- **Emergency Response Team**
The Emergency Response Team assists the Incident Commander in managing an emergency and providing care for the university community before local emergency services arrive or, if standard, local emergency services are unavailable.

The Emergency Response Team includes members from:

- Student Affairs
- Research, Innovation and Sponsored Programs
- University Police Department
- Risk Management & Safety
- Campus Planning and Space Management
- Marketing and Communications
- Health Services
- Physical Plant
- Building Coordinators
- Housing
- Dining Services
- CITE
- **Emergency Notification Team**
The Emergency Notification Team assists in disseminating emergency-related information to Students, Faculty, and Staff. This team develops and coordinates messaging for the University's communication platforms, collaborating on message verbiage and determining the appropriate recipients.

Assignment of Responsibilities

- Effective emergency operations require a coordinated effort across multiple functions. University personnel with the appropriate knowledge and expertise are primarily responsible for planning and coordinating specific emergency functions, with additional personnel assigned supporting roles as needed.
- The individual with primary responsibility for an emergency function is also responsible for coordinating the development, maintenance, and implementation of the portion of the Emergency Management Plan (EMP) that addresses that function.
- General responsibilities for the Incident Assessment Team, Emergency Operations Team, Emergency Response and Recovery Team, and Faculty and Staff are outlined below. Additionally, function-specific responsibilities are detailed in the functional appendices of this Plan.

Required NIMS Training

The IAT, EOT, and ERT will complete, at a minimum, the following required training, dependent on position and job duty. As necessary, additional training may be assigned by the Executive Director of Risk Management & Safety and Emergency Management Coordinator.

Position	ICS-100	ICS-200	ICS-300	ICS-400	ICS-402	ICS-700	ICS-800
Incident Assessment Team	X	X	X	X		X	X
Emergency Operations Team					X	X	
Emergency Response Team	X					X	

Incident Assessment Team

Responsibilities:

The Incident Assessment Team should be trained and certified at a minimum in ICS - 100, 200, 300, 400, 700 & 800.

- **Senior Vice President for Business Affairs**
 - Maintains communication with the university President.
 - Confers with the Incident Commander and receives information from the Incident Assessment Team or other university administrative personnel regarding the emergency as necessary.
 - Announces level of campus evacuations.
 - Notifies and conducts liaison activities with the PVAMU administration, other governmental agencies, and others, as needed.
 - Works with Business Services to assess damages from the emergency and prepare the university's specific responses.
 - Coordinates Interagency Contract Service agreements about student evacuations with other agencies.
 - Coordinates implementation of emergency procedures.
 - Ensures that all non-academic staff and faculty members know all emergency management procedures and participate in drills and exercises.
- **Senior Vice President for Strategy and Transformation**
 - Provides senior level support during emergency response and recovery efforts
 - Ensures that strategic planning incorporates business continuity, risk mitigation, and resilience initiatives.
 - Supports communications strategies and decision-making frameworks during critical incidents with Emergency Management and Public Safety.
- **Associate Vice President for Business Affairs**
 - Coordinates contracts with essential outside agencies and private contractors.
 - Has overall responsibility for damage control and recovery efforts.
 - Establish liaisons with vendors and developers to order equipment, supplies, and materials needed during an emergency.
- **Chief of University Police Department**
 - Initiates immediate contact with the President and SVPBA and begins assessment of the emergency condition.

- Notifies and conduct liaison activities with the Prairie View Police Department, Waller County Sheriff dispatch, and other appropriate governmental agencies.
 - Maintains communication with representatives of these agencies throughout duration of the emergency.
 - Take steps to ensure the UPD is in position to provide immediate and appropriate action to protect life and property.
 - Ensure that UPD provides access control, perimeter and internal security patrols, and assists outside agencies, as needed.
- **Executive Director for Risk Management & Safety**
 - Coordinates with all EOT members in securing resources.
 - Shares knowledge concerning safety issues, including locations of potential chemical hazards.
 - Provides UPD with the Annual Chemical Inventory and storage locations.
 - Provides or arrange for appropriate on-site coordination whenever there is a chemical hazard emergency.
 - Provides and equip an alternate site(s) for the emergency incident command post should this become necessary.
 - Liaison with UPD, Prairie View Fire Department, Waller County Office of Emergency Management, and other governmental agencies related to the crisis.
 - Assures that proper documentation is maintained and that all reports are required by external agencies are prepared and submitted.
- **Emergency Management Coordinator (EMC)**
 - Assesses the extent of the emergency and its consequences on personnel, facilities and the environment and direct and coordinate the emergency response effort on campus to resolve the emergency.
 - Notifies the following regarding emergency readiness levels.
 - Ensures that appropriate off-campus organizations have been called.
 - Establishes contacts with appropriate local, state & federal agencies.
 - Establishes a communications network using available staff, materials, and equipment.
 - Coordinates with Campus Planning & Space Management, as well as Risk Management & Safety, to assess and document the extent of damage to university property and facilities.
 - Reviews and updates this plan annually
 - Ensures that periodic emergency response exercises are conducted.
 - Confirms that Risk Management & Safety has notified the appropriate insurance carriers.
 - Determines the appropriate assembly area on campus to send evacuees.
 - Provides appropriate training to personnel to ensure compliance with the Emergency Management Plan.
 - Assists in sending emergency mass notifications to warn the campus community of emergencies.
 - Maintains current inventory of emergency supplies.
- **Executive Director for Campus Planning and Space Management**
 - Tracks non-financial resources.
 - Liaison with the Director for Facilities Services.
 - Provides technical knowledge about university facilities, (i.e., blueprint, HVAC, and

- wiring information.)
- Maintains the Building Coordinators list.
- Facilitates emergency power and lighting systems to the extent possible.
- Initiates procedures to secure campus facilities for hazardous weather conditions.
- Surveys habitable space and recommends space for the president to relocate essential services.
- Leads recovery effort with the assistance of appropriate agencies to ascertain the damage in each building and reports the findings to the SVPBA

Emergency Operations Team

The Emergency Operations Team should be trained and certified in G - 402 and ICS -700.

- Coordinates the university's response to critical incidents while paying particular attention to the safety and security needs of all university community members.
 - Offers counseling, guidance, and appropriate support to members of the university community and their families as needed.
 - Uses critical incidents, when appropriate, as teachable experiences to enhance the quality of life for all those touched by a critical incident.
 - The EOT will meet annually to discuss and update the Emergency Management Plan as necessary.
 - The team will conduct post-incident meetings to evaluate the effectiveness of the emergency management procedures.
- **President**
 - Grants the Incident Commander the authority to make executive decisions concerning the overall management of the emergency.
 - Shall inform the Chancellor and the executive secretary of the Board of Regents of any emergency that has occurred or is life-threatening, health or system property, and give periodic status reports as information is available per System Policy 34.07.
 - **Provost & Senior VP for Academic Affairs**
 - Academic Continuity Oversight.
 - Ensures all the colleges and academic units maintain up to date Continuity of Operation Plans (COOP).
 - Coordinates transitions to remote instruction or alternative academic delivery during emergencies.
 - Approves temporary adjustment to academic policies (grading, deadlines, attendance, course modality).
 - **Vice President for Student Affairs**
 - Assists in all incidents involving students.
 - Coordinates activities with the Student Government Association.
 - Ensure staff is trained to provide mental health support for major crises (i.e. earthquakes, fire, etc.).
 - Consults and coordinates Student Health Services and Student Counseling Services to respond to crises involving students (i.e., sexual assault, attempted suicide, mental health crisis, alcohol/drug overdose).

- **Chief Information Officer**
 - Ensures vital academic records are stored at an alternate location based on internal procedures.
 - Provides means of communication/technology during emergencies.
 - Updates the university website to include emergency information when needed.

Emergency Response Team

The Emergency Response Team should be trained and certified at a minimum in ICS - 100 & 700 and knowledgeable of PVAMU's EMP.

- **Building Coordinators**
 - **Emergency Preparedness**
 - Completes training in emergency techniques such as CPR, basic first aid, fire extinguishers, evacuating personnel in handicapped chair use, active shooter and building evacuation procedures.
 - Remains cognizant of employees and students with disabilities or other unique situations in their building or area that may need assistance evacuating.
 - Remains cognizant of building floor plans and evacuation routes.
 - It serves as the communication link or contact for their building or area with the university administration in all matters concerning emergency preparedness.
 - Provide information to EOT as necessary.
 - **Emergency Situations**
 - Take immediate action to contain emergencies when appropriate.
 - Initiates notification of facility emergency conditions.
 - Reports names of individuals who refuse to evacuate the building to UPD.
 - Facilitates return to buildings or spaces when "All Clear "
 - Provide information to EOT as necessary.
- **Evacuation of Persons with Disabilities**
 - It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergencies ahead of time by instructing a classmate or instructor of how to assist him/her in the case of an emergency.
 - In the event of an emergency, persons in wheelchairs and other disabled individuals should observe the following evacuation procedures.
 - All people should move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use building elevators, but never in the case of fire.
 - As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.
 - If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, or the stairway or landing. He/she

- should continue to call for help until rescued. A person who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
 - Rescue, fire and/or police personnel will first check all exits, corridors and exit stairwells for trapped persons.
- **Vice Presidents, Associate & Assistant Vice Presidents, Deans, Department Heads, Faculty, Supervisors, and all employees not previously mentioned.**
 - Remains informed on general information concerning PVAMU emergency procedures and any specific information regarding safety under his/her purview.
 - Ensures all employees under his/her direction attend safety training courses provided by PVAMU as required.
 - Provides employees and/or students in their department or area of responsibility with general information concerning PVAMU emergency procedures, as well as any specific information regarding safety under his/her purview.
 - Informs faculty, staff, and/or students in their department or area of responsibility in an emergency and, if appropriate, initiates emergency procedures.
 - Assists students, staff, and faculty in responding to building evacuation guidelines and directs them to report to their designated assembly area.
 - Assigns employees and/or students to assist in evacuating people with limited abilities as required.
 - Unless evacuation is required, it remains available to guide emergency responders who enter their building. Be aware of all appropriate building evacuation routes from their workstation.

Direction and Control

General

- The Incident Assessment Team is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During major emergencies and disasters, the Incident Assessment Team may carry out those responsibilities from the ICP.
- The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post. The Incident Commander will coordinate response efforts with local emergency services once on the scene.
- During emergency operations, the university administration retains administrative and policy control over employees and equipment. However, personnel will carry out mission assignments as directed by the Incident Commander. If the university's resources are insufficient or inappropriate to deal with an emergency, assistance from local emergency services, System components, organized volunteer groups, private contractors, or the State should be requested.

Emergency Facilities

- **Incident Command Post**
The Incident Commander can establish a temporary Incident Command Post located at or near the immediate vicinity of the incident site to conduct direct, on-scene control of tactical operations. At least one UPD officer will always staff the command post until the emergency ends.

- **Emergency Operations Center Activation**

The Emergency Operations Center (EOC) will be set up in the UPD building. Members of the EOT shall report to the EOC. In the event the UPD building is not accessible, the Executive Director of Risk Management & Safety (RMS) or the Emergency Management Coordinator will establish an alternate EOC.

- **EOC Activation**

- The following individuals are authorized to activate the EOC:
 - President or designee.
 - Executive Director of Risk Management & Safety
 - UPD Chief of Police
 - Emergency Management Coordinator
- **EOC should be equipped with a minimum of the following:**
 - Main phone line established as 936-261-1375.
 - Additional multiple phone lines.
 - Multiple internet access points.
 - Television with Cable/Satellite network.
 - Computer with projector capability.
 - Communication with the Emergency Response Team.
 - The Emergency Management Plan with all Appendices.
 - Maps of campus and building floor plans; and,
 - Emergency notification phone list.

Line of Succession

- **President**

- Provost and Senior Vice President for Academic Affairs
- SVP for Business Affairs
- SVP for Strategy and Transformation
- VP for Student Affairs
- VP for Enrollment Management

- **VP for Student Affairs**

- AVP for Student Affairs and Dean of Students
- AVP for Student Engagement

- **Chief Information Officer**

- AVP for Information Resources Management
- Information Security Officer

- **Chief of University PD**

- Assistant Chief
- Captain
- Lieutenant
- Sergeant

- **Executive Director for Risk Management and Safety**

- Emergency Management Coordinator

- Campus Fire Marshal
- Environmental Health and Safety Coordinator
- Environmental Health and Safety Officer

Readiness Levels

Readiness Levels

Determination of Readiness Level

The determination of the Prairie View A&M University readiness level is made at the discretion of the President, the Risk Management & Safety Executive Director, the Chief of Police, or the appropriate designee of each, based on available information and anticipated impacts.

Level 4 – Normal Conditions (Green)

- **Definition:**
No significant emergency conditions exist. University operations continue under normal conditions.
- **Operational Posture:**
The Office of Risk Management & Safety (RMS) conducts routine operations and monitors the PVAMU campus for natural, technological, and human-caused hazards. Routine emergency incidents are managed by campus and local responders within their normal areas of responsibility.
- **Typical Events:**
 - Daily emergency responses
 - High-profile visitors or campus events
 - Routine weather and threat monitoring
- **Actions:**
 - Normal university operations
 - Ongoing situational awareness and monitoring

Level 3 – Increased Readiness Conditions (Yellow)

- **Definition:**
No significant emergency has occurred; however, a higher-than-normal level of readiness is warranted due to increased vulnerability to a specific hazard.
- **Operational Posture:**
Advisory notifications are issued to the Emergency Operations Team (EOT). Appropriate team members and department representatives are briefed on anticipated risks, potential impacts, and preparedness actions. Coordination activities among university departments and external partners may increase.
- **Typical Events:**
 - Winter weather systems
 - Developing severe weather threats
 - Escalating conditions with potential campus impact

- **Actions:**
 - Enhanced information gathering and monitoring
 - Pre-planning and contingency development
 - Coordination with local agencies and university departments

Level 2 – Escalated Response Conditions (Orange)

- **Definition:**
The scope or complexity of the incident exceeds the response capability of university resources alone. Normal university and/or local government operations may be partially impaired.
- **Operational Posture:**
EH&S, in coordination with university leadership, makes recommendations for partial or full activation of the Emergency Operations Center (EOC). Emergency facilities may increase staffing levels, expand hours of operation, and intensify interagency coordination. Requests for mutual aid may be initiated or received.
- **Typical Events:**
 - Major tornado impacts affecting campus operations
 - Widespread flash flooding
 - Major fire incidents
 - Large-scale or complex medical emergencies
- **Actions:**
 - EOC activation (partial or full)
 - Establish or expand the Incident Command Structure
 - Increased coordination with local, regional, and state partners

Level 1 – Emergency Conditions (Red)

Definition:

The incident has expanded beyond the response capabilities of the university and local agencies and requires sustained, multi-agency operations.

Operational Posture:

The EOC is fully activated and staffed by representatives from the Emergency Operations Team and supporting agencies for the duration of the incident. University departments and partner organizations remain operational to support response and recovery efforts. Requests for assistance may include intrastate mutual aid and/or state and federal resources.

Typical Events:

- Large-scale evacuations and sheltering operations affecting campus or surrounding areas
- Community-wide threats, such as major hazardous materials releases
- Widespread or catastrophic flooding or infrastructure failure

Actions:

- Full EOC activation
- Full implementation of the Incident Command Structure
- Activation of Continuity of Operations and academic continuity plans

Continuity of Operations**General**

- The occurrence of a disaster could impede the ability of the university to provide for the safety and well-being of the university community. Continuity of operation consists of various comprehensive activities designed to ensure the preservation of our campus and the continued ability of the university to provide protection and essential services.
- Continuity of operations requirements includes key direction and control actions that must be accomplished so that the university can continue to operate effectively regardless of the emergency or disaster situation and actions necessary for the university's operation.

Emergency Action Steps

- General guidelines are included in each Appendix of this Plan that identify actions to be taken by the university and the circumstances that trigger these actions.

Resources

- An emergency or disaster may require that the university relocate offices, facilities or work areas, and personnel to safer locations.
- Relocation of this type will require an adjustment to daily operations and a concentrated effort to accomplish only mission-essential responsibilities.
- This will result in a decreased effort devoted to non-essential functions as determined by the Incident Assessment Team.

Protection of Vital Records

- Vital records and reports will be protected by the *Preservation of Essential Records Act (Title 4, Chapter 441.051 - 441.062)*. If records are damaged during an emergency, this university will seek professional assistance to preserve and restore the Requests for State, Federal, and Other Assistance

State & Federal Assistance

- If local resources are inadequate to deal with an emergency, we will request assistance from the State.
- State assistance furnished to entities 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.
- Initial requests for assistance must be through the Kleberg County Local Emergency Planning Committee.

Requests for state assistance

- Should be made to the Disaster District Chair (DDC) Chairperson. A STAR request can be used to request state assistance.

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.

Other Assistance

- If resources required to control an emergency are not available within the State, the Governor may request assistance from other states pursuant to several interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

Tests and exercises

- Will include the agencies and emergency response entities from the county and/or city which will interface with campus officials during an emergency.

For major emergencies and disasters

- For which a Presidential declaration has been issued, federal agencies may be mobilized to aid states and local governments.
- The National Response Plan (NRP) 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 NRP addresses the federal response to major incidents involving radioactive materials.

FEMA

- Has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster 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 and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

Mutual Agreements Guidelines

- Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. To facilitate resource management, coordination activities will take place in the EOC.
- When necessary, a Multi-agency Coordination System will be organized. Multiagency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
- As established in the NIMS, resource management is based on four guiding principles:
- The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources. The classification of kinds and types of resources required to support incident management The use of a credentialing system linked to uniform training and certification standards The incorporation of resources from non-traditional sources, such as the private sector and non-governmental organizations.
- It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
- As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and

other resources that may be needed during emergency operations. All our resources, pursuant to the NIMS, are classified by kinds and types. A complete list of our resources is included in the annex to this Appendix.

- If all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources. Mutual Aid Agreements will be maintained as an Annex to the Emergency Operations Plan.
- Some of the resources needed for emergency operations may be available only from businesses. Hence, we will establish emergency purchasing and contracting procedures.
- Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Logistics Chief shall maintain a list of local and nearby suppliers for these essential need's items.
- Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such as medical care and fire protection. 10. It is important to maintain detailed records of resources expended in support of emergency operations:
 - As a basis for future department/agency program and budget planning.
 - To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

Administration and Support

Agreements and Contracts

- Should university resources prove inadequate during an emergency, requests will be made for assistance from local emergency services, other System components, and industry by existing mutual-aid agreements and contracts and those agreements and contracts that arise during the emergency. Such assistance may include equipment, supplies, or personnel.
- Authorized officials will enter into all agreements and should be in writing whenever possible. Agreements and contracts should identify the officials authorized to request assistance under those documents.

Reports

- It is recommended that emergencies that require activation of this Plan utilize, at a minimum, the ICS 201 Incident Briefing Form and the ICS 202 Incident Action Plan.
- A detailed report of any test or exercise involving this Plan shall be provided to the Office of the President via the Office of Risk Management and Safety.
- The President will provide an executive summary of the report to the Chancellor through the System Office of Risk Management and Safety.

Record Keeping for Emergency Operations

- The university 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 using the established system of university fiscal policies and standard cost accounting procedures.

Activity Logs

- The ICP shall maintain accurate logs recording key response activities, including:
- Activation or deactivation of emergency facilities.
- Emergency notifications to local emergency services.
- Significant changes in the emergency.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties; and,
- Containment or termination of the incident.
- Incident Costs
- The university shall maintain records summarizing the use of personnel, equipment, and supplies in response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.

Emergency or Disaster Costs

- For major emergencies or disasters, the university shall maintain detailed records of costs for emergency operations to include:
- Personnel costs, especially overtime costs.

Equipment Operation Costs.

- Costs for leased or rented equipment.
- Costs for contract services to support emergency operations; and,
- Costs of specialized supplies expended for emergency operations.
- These records may be used to recover costs from the party responsible or insurers or as a basis for requesting financial assistance for specific allowable response and recovery costs from the insurance carrier, and/or state/federal government.

Post-Incident and Exercise Review

- The Incident Assessment Team and/or EOT are responsible for organizing and conducting a post-emergency operation analysis.
- The analysis will entail written and verbal input from appropriate participants.
- Where deficiencies are identified, appropriate personnel will be assigned to address/correct all identified deficiencies within the established deadlines.
- An executive summary of these findings shall be submitted to the president.

Plan Development and Maintenance

Plan Development

- The Incident Assessment Team is responsible for the overall development and completion of the Emergency Management Plan, including appendices.
- The President is responsible for approving and promulgating this Plan.

Distribution of Planning Documents

- Copies of the Plan and appendices shall be distributed to those tasked in this document.
- Copies should also be set aside for the EOC and other emergency facilities.
- All employees will have access to the Plan and appendices via the intranet.

Review

- The Incident Assessment Team shall review the EMP and its appendices annually.
- Risk Management & Safety (RMS) shall submit the updated Plan to the System Office of Risk Management and Safety.

Update

- This Plan will be updated based on deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources, and capabilities, or university structure occur.

ANNEXES TO EMERGENCY MANAGEMENT PLAN

- Annex A:** Warning
- Annex B:** Communications
- Annex C:** Sheltering and Mass Care
- Annex D:** Disaster Planning for Farm Animal Facilities
- Annex E:** Evacuation
- Annex F:** Firefighting
- Annex G:** Public Safety and Security
- Annex H:** Health and Medical Services Pandemic
- Annex I:** Threats and Acts of Violence
- Annex J:** Continuity of Operations
- Annex K:** Transportation
- Annex L:** Northwest Houston Center
- Annex M:** College of Nursing

APPENDIX C – Plan’s Emergency Contact Information

Core FDPT

- Dean, CAHS
- Director of Farm Operations
- Attending Veterinarian
- CAHS Facilities Manager
- Farm Services Manager
- Animal Systems and IGRC Director
- Farm Worker Designate
- Farm Worker Designate
- PVAMU/Campus Risk Management & Safety Designee

Other Emergency Operations Contacts

- Baker Veterinary Services (University contracted external veterinarian)
- Executive Director of Risk Management & Safety
- Emergency Management Coordinator
- University Police Department/Campus Emergency Operations Center (EOC)