



UT Tyler Police Department-Office of Emergency Management

Campus Emergency Operations Plan

Digital Reference

2018-2019



The University of Texas at Tyler Office of Emergency Management



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Base Plan

INTRODUCTION

This Emergency Operations Plan (EOP) is designed to provide The University of Texas at Tyler with a management tool to facilitate a timely, effective, efficient and coordinated emergency response to incidents affecting the campus and campus community. It is based on integrating UT Tyler's emergency response resources with those of other government emergency response agencies. The University will rely in part on the City of Tyler, Smith County, The University of Texas System, and other state agencies to provide resources and expertise for law enforcement, fire services, and emergency medical services.

The EOP uses the National Incident Management System, Incident Command System (NIMS/ICS) for managing responses to emergencies and disaster events and is intended to be fully NIMS compliant. The plan is reviewed every three years by the University of Texas System office in Austin.

The Incident Command System (ICS) is designed to be used for all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction, multiple agencies within a single jurisdiction, and multiple agencies from multiple jurisdictions.

This plan was developed with the understanding that all university departments responding to an emergency will utilize ICS for overall coordination of the response effort. Response efforts for all Level I and II emergencies will be coordinated from a single location, normally the Emergency Operations Center (EOC). Level III emergencies may be coordinated from an on-scene command post. The designated event Incident Commander (IC) may determine it necessary to use an alternative location either elsewhere on campus, or beyond based on the specifics of the incident at hand.

The organizational structure of the ICS may not resemble the day-to-day organization and operations of the university. Employees may report to different supervisors to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, employee assignments may change in the ICS organizational structure. This means that an employee's position in the ICS structure may change repeatedly during the course of a single incident.





Introduction, cont.

The EOP consists of a basic plan, emergency support functional annexes, hazard specific annexes, appendices, and a resource guide. The resource guide contains information used to contact personnel and resources during a major emergency. Creation of annexes and appendices is an ongoing process, and the EOP is considered a “living” document. The Basic Plan and subsequent functional annexes are based on an all-hazard approach and acknowledge that most responsibilities and functions performed during a major emergency are not hazard specific. The EOP is part of a larger integrated Office of Emergency Management at UT Tyler that focuses on mitigation, preparedness, response, and recovery activities. The UT Tyler Office of Emergency Management is responsible for the overall development and maintenance of the EOP. The Office of Emergency Management is part of the UT Tyler Police Department and as such is directed by the Chief of Police.

The plan is based on the fact that UT Tyler and local government entities (e.g., the City of Tyler and Smith County) have primary responsibility for emergency response and operations for emergencies that occur on the UT Tyler campus. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of critical services. The plan provides a framework for emergency preparation, response and recovery efforts. Leadership, preparation, good judgment and common sense by personnel directing these efforts will determine the effectiveness of the overall emergency program. Given the nature of some emergency events, Unified Command or the Single Incident Commander may alter the plan for more effective response or to accomplish strategic priorities. The guidelines and procedures included in this plan used the best information and planning assumptions available at the time of preparation. There is no guarantee in outcome or performance implied by this plan. Deviation from these guidelines may be necessary given the facts of any particular situation. The current plan is comprised of a Base Plan, as well as annexes covering specific emergency situations.





Plan Assumptions

The University of Texas at Tyler campus, students, staff, and visitors can be exposed to a number of hazards with the potential to disrupt the University, create damage, and cause casualties. The following assumptions provide an overview of a potential emergency situation at UT Tyler and the assumed operational conditions that provide a foundation for establishing protocols and procedures. The University of Texas at Tyler can vary in the number of faculty, staff, and students located on campus depending on the time of day and event. The University has a student enrollment of approximately 10,500 and a full-time staff of approximately 1,000. The majority of these students and staff may be on campus at a given time. In addition, the University draws large gatherings for athletic, academic, social and cultural events.

In the event of a worst-case emergency situation, such as a tornado, UT Tyler will operate under a set of assumptions that are incorporated into this plan. The following assumptions could apply in an emergency situation:

- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Unsafe conditions including structural and toxic environments may exist.
- Damage and shaking may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at the University – conditions may be unsafe to travel off campus.
- The University will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus, from the EOC while emergency conditions exist.
- Communication and exchange of information will be one of the highest priority operations at the EOC. The internet / network may be down.
- Performances and events on campus may add a large number of area residents to the campus population on a regular basis.





Plan Assumptions, cont.

The emergency management plan establishes policies, procedures, roles and responsibilities, as well as an organizational structure for responding to large-scale emergencies that would cause a significant disruption to regular functions at The University of Texas at Tyler. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources.

UT Tyler has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive 5 (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 between all levels of government, private sector, and nongovernmental organizations.





Policy for Review and Changes

The EOP will be reviewed in total annually and will be updated and revised as needed throughout the year as a “living” document. Interim revisions will be made on the following page when one of the following occurs:

1. A change in university site, facility, or equipment configuration alters the accuracy of the material contained in this annex or impedes the implementation of this annex.
2. A change in available response resources causes a deviation from the annex to be necessary.
3. An incident occurs that requires a review of the annex.
4. Internal reviews, third party assessments, or experience through drills and responses identify significant changes to be made.
5. New laws or regulations or internal policies necessitate an update/change.
6. All changes must be reflected in the “Record of Changes” table on the following page in this document. Each change must reflect date, description of the change made, and signature of the individual responsible for the change.
7. Annex changes and updates as well as their dissemination are the responsibility of the Emergency Management Coordinator and the Chief of Police.

Process for Individual Changes and Updates to the Currently Approved Plan

1. Individual making a recommendation for a change to the EOP should submit that recommendation to immediate supervisor for approval or submission to appropriate Vice President.
2. Determination will be made by V.P. whether to approve or submit change for consideration by President and or Cabinet.
3. If change to plan is made, it will be forwarded to Office of Emergency Management.
4. Emergency Management will make and document the change and distribute changed material to all those on the distribution list.
5. EMC will also make changes to primary digital and printed copies in Emergency Operations Center.
6. All changes will be documented in accordance with established policy and shown within updated document.





Incident Command System

NOTE these roles may be filled by individuals outside their normal area of responsibility.



General Roles

Emergency Preparedness Group - provides direction in making strategic policy decisions for any incident that impacts the university's ability to perform its' critical functions. (Generally comprised of President's Board, upper administration, Legal, etc.)

Incident Commander - Provides overall leadership for full incident response. Assessing the situation and setting incident goals and objectives.

Public Information Officer - Responsible for relaying incident-related information to the public, media, and administration as needed.

Liaison Officer- coordinates with external partners such as city, county, state and federal agencies as well as private resource groups. (Public Information Officer)

Safety Officer - monitors, evaluates, and recommends to the incident commander, hazards and unsafe conditions, including the health and safety of emergency responders and personnel.

EOC Coordinator - sets up and arranges staff support for the EOC before, during, and after the event. Responsible for the operation of the EOC and adjusting personnel staffing as incident evolves. Organizes and directs Incident Response Team. Communicates with Incident Commander and Emergency Preparedness Group.

Operations - responsible for managing all incident-specific operations of an emergency response. Usually responsible for groups including police, physical plant, medical responders, and student welfare.

Procurement and Logistics - responsible for procuring supplies related to the incident and the response.

Administration and Finance - responsible for purchasing and cost accountability relating to the response effort. Maintaining records of time, procurement, FEMA/Insurance claims and costs.

Incident Response Team - Director-level officials or their designee who meet in the EOC during prolonged events to assist incident commander with information, direction of personnel, distribution of resources. Meets post-event to evaluate universities emergency response efforts and consider whether changes to policy should be recommended.





National Incident Management System (NIMS)

NIMS Organizational Chart

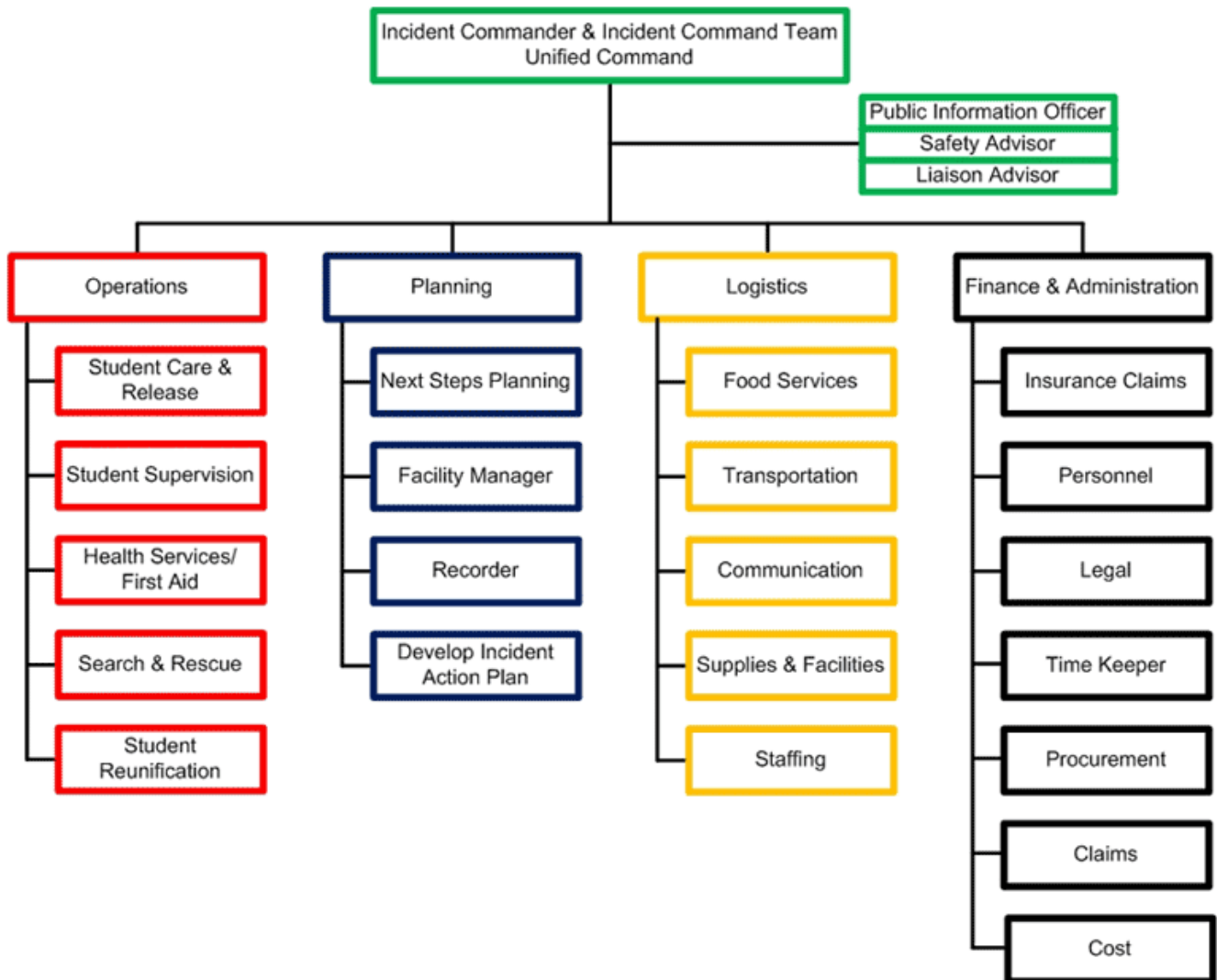


Figure 1 — Incident Command System Structure



Incident Commander

- Responsible for overall management of the incident
- All Command Staff functions.
- All General Staff functions
- Staffing positions as needed
- Establish priorities.
- Establish Command Post
- Determining Incident Goals
- Coordinate emergency activities
- Implement IAP
- Scale incident command structure to incident
- Coordinate with outside entities
- Ensure adequate safety measures are in place
- Approve requests for additional resources
- Coordinate investigation
- Authorize information release to media
- Order demobilization as appropriate



Priorities and Activation Levels

1. Protection of Life

Emergency response personnel
At risk people
General public

2. Stabilization of the event

Bring the situation to a point of order
Determine course of action
Prevent the incident from expanding
Isolate the scene and deny entry

3. Protect University Property

Facilities used for emergency response are high priority
Facilities necessary for shelter and care of students are a high priority
Facilities used for education and operational purposes
Critical University records, collections and research

4. Restoration of critical services, education and research programs

Services necessary for emergency response are of high priority
Services critical to the well-being of students are of high priority
Services critical to the integrity of research projects and educational services

Emergency Operations Plan (EOP) Activation

This plan is activated whenever emergency conditions exist in which Standard Operating Procedures cannot be performed, or are inadequate, and immediate action is required to:

- Save and protect lives
- Prevent damage to the environment, systems and university property
- Initiate Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident
- Coordinate communications
- Provide essential services
- Temporarily assign University staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)





Emergency Operations Center (EOC) Levels of Emergency

EOC Activation Levels		
Level	Description	Minimum Staffing Requirements
3 (Monitor)	<ul style="list-style-type: none">▪ Small incident or event▪ One site▪ Two or more agencies involved▪ Potential threat of:<ul style="list-style-type: none">▪ Flood▪ Severe storm▪ Interface fire▪ Escalating incident	<ul style="list-style-type: none">▪ EOC Manager▪ Public Information Officer▪ Liaison Officer▪ Operations Section Chief
2 (Partial)	<ul style="list-style-type: none">▪ Moderate event▪ Two or more sites▪ Several agencies involved▪ Major scheduled event (e.g., conference or sporting event)▪ Limited evacuations▪ Resource support required	<ul style="list-style-type: none">▪ EOC Manager▪ Public Information Officer▪ Liaison Officer▪ Section Chiefs (as required)▪ Limited activation of other EOC staff (as required)
1 (Full)	<ul style="list-style-type: none">▪ Major event▪ Multiple sites▪ Regional disaster▪ Multiple agencies involved▪ Extensive evacuations▪ Resource support required	<ul style="list-style-type: none">▪ EOC Manager▪ Policy Group▪ All EOC functions and positions (as required)

Note that this example is illustrative only and is based on an EOC that is organized according to the principles of ICS. Minimum staffing levels may vary considerably based on the method of EOC organization, the number and types of high-risk, high-impact hazards, and other factors.

The Emergency Operations Center operates from the University Service Center on a daily basis. Should an emergency event force the evacuation of USC, the EOC would relocate to Ornellas Activity Center (OAC) . Should that location be unavailable, the EOC will be located in the physical plant.





Activities by Phases of Emergency Management

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

[A. Mitigation](#)

Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The responsibility for mitigation rests with each university department.

[B. Preparedness & Planning](#)

The University will conduct preparedness and planning activities to develop the response capabilities needed in the event an emergency. All University departments should include preparedness activities as part of their Standard Operating Procedures.

Among the preparedness activities included in the Office of Emergency Management are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and development appropriate S.O.P.s by university departments.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other campus officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test plans and training.

[C. Response](#)

The University will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage.

Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

[D. Recovery & Re-evaluation](#)

If a disaster occurs, the University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the university to its normal state. Examples of recovery programs include academic continuity, temporary housing, and restoration of University services, debris removal, and restoration of utilities, disaster mental health services, and reconstruction of damaged buildings.





Organization & Incident Command

Organization & Incident Command

Emergency response activities at The University of Texas at Tyler are directed under the authority of two distinct groups. The Emergency Preparedness Group and the Incident Response Team. During emergency situations, the normal organizational arrangements for University departments are modified to facilitate emergency operations. The university organization for emergencies is based on the Incident Command System.

The Emergency Preparedness Group

The Emergency Preparedness Group provides direction in making strategic policy decisions for any incident that impacts the university's ability to perform its critical business functions. The Emergency Preparedness Group is chaired by the President. The Emergency Preparedness Group is composed of the following:

- President
- Provost / Vice President for Academic Affairs
- University Cabinet

The Incident Response Team (IRT)

includes the individuals with primary emergency response functions. The members of the Incident Command Team will help populate the positions of the Incident Command Structure (ICS) structure. The IRT reports to the Emergency Preparedness Group through the Incident Commander. The IRT coordinates with municipal emergency services personnel, mutual aid partners and other emergency response resources.

The Incident Response Team (IRT) is composed of the following members:

- Chief of University Police, Police Lieutenant, Police Sgt.
- Emergency Management Coordinator
- Director, Environmental Health and Safety
- VP of Operations
- Director, Residence Life
- Marketing and Communications Liaison
- Director of Information Technology
- Dean of Students
- Faculty Representative
- UTHN Clinic Representative

Note: Others may be asked to sit in on a particular meeting of the IRT to lend their particular expertise based on the issue at hand. (Or later during the mitigation process)

Members who cannot attend in person may be included via conference call or video, or can choose to send a representative as a last option.





Incident Commander

The Incident Commander (IC) manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.

- The Incident Commander is the authority for all emergency response efforts and serves as supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, EOC Coordinator and support staff, Operations Chief, Planning Chief, Logistics Chief, and Administration & Finance Chief.
- The Incident Commander may serve in any or all of the positions in the Command and General Staff depending on the complexity of the event.
- The Incident Commander communicates closely with the Emergency Policy Group through the Vice President for Student Affairs.

Establishing an Incident Commander

The Incident Commander (IC) will vary depending on the situation at hand. The IC may not always be the highest ranking individual at the university, but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation. When an incident occurs the initial Incident Commander is automatically the highest ranking university official on-scene until a member of the police command staff assumes command, or the local government assumes IC or co-commander duties. The on-site UT Tyler IC will provide a situation status briefing to the IC assuming co-command. Incident command may be carried out by a Unified Command established jointly by units and/or agencies that have direct functional or jurisdictional responsibility for the incident.

Law Enforcement/Fire/Public Safety/Civil Disturbance:

1. Chief, University Police
2. Lieutenant, University Police
3. Sergeant, University Police

Public Works/Power Loss/Storm Damage:

1. Chief, University Police
2. Director, Physical Plant
3. Assistant Director, Physical Plant
4. Project Managers, Physical Plant

Biohazard/Chemical or Radiological Hazard/Public Health/Infectious Disease:

1. Chief, University Police
2. Director, Environmental Health & Safety
3. Assistant Director, Environmental Health & Safety
4. Dean, College of Nursing and Health Sciences

The Incident Commander (IC), working with Office of Emergency Management, is responsible for the overall management of the incident and all activities/functions until the IC delegates and assigns them to Command or General Staff. The Incident Commander is responsible for the following tasks:





- Providing overall leadership for incident response.
- Assessing incident situation.
- Establishing incident goals and objectives.
- Developing the Incident Action Plan (in conjunction with General Staff Section Chiefs when plan is activated).
- Initiating Incident Command System by developing an appropriate organizational structure and delegating authority/functions to others.

INCIDENT COMMAND STRUCTURE

Command Staff

Command Staff report directly to the Incident Commander. These positions are established to assign

responsibility for key activities not specifically identified in the General Staff elements.

Positions include the Public Information Officer, Liaison Officer, Safety Officer, and EOC Coordinator & Support

Public Information Officer (PIO)

The PIO is responsible for relaying incident related information to the public and media and with other agencies.

This position is always activated in a Level II or III emergency and as needed in Level I situations

1. VP , Marketing & Communications
2. Staff, Marketing & Communications

Liaison Officers

The Liaison Officers are responsible for coordinating with external partners, such as city, county, state, or federal

agencies, and public and private resources groups. The Liaison Officer will be appointed by the Incident

Commander

Safety Officer

The Safety Officer monitors, evaluates and recommends procedures for all incident operations for hazards and

unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the site safety plan and safety directions in the Incident Action Plan (IAP).

1. Director, Environmental Health & Safety
2. Staff, Environmental Health & Safety

Emergency Management Coordinator and Support Staff

The Emergency Management/EOC Coordinator sets up and provides staff support within the University Operations Center (EOC) before, during, and after an emergency. The Emergency Management Coordinator is responsible for checking Command and General Staff in and out of the EOC.





Incident Command Structure, cont.

General Staff

The General Staff is comprised of four sections: (1) Operations, (2) Planning, (3) Logistics, and (4) Finance and Administration. Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the Incident Commander.

Operations Section

The Operations Section is responsible for managing all incident specific operations of an emergency response.

The Operations Section will normally include branches for Police, Physical Plant, Medical, and Student Services.

Planning Section

The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort. They are responsible for the development, maintenance and distribution of the Incident Action Plan (IAP). The Planning Section will normally include branches for Situation-Status, Damage Assessment, Documentation, and Resources.

Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.). The Logistics Section will normally include branches for Communications, Information Technology, Workforce Management, and Supply Services & Food.

Administration & Finance Section

The Administration & Finance Section is responsible for purchasing and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation. The Administration & Finance Section will normally include branches for Time, Procurement, Claims, and Cost.

Transfer of Command

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command may take place for many reasons, including:

- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies (e.g., Incident Commander has a family emergency).
- Agency administrator/official directs a change in command.

Note: ICS position assignments may not reflect regular university structure. An individual may be assigned to an area that is not their daily responsibility.





Emergency Operations Center (EOC)

The Emergency Operations Center must stand ready to go into full operation for any campus or community emergency or large-scale event, and will serve as the command center for all responding agencies in a critical incident.

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the University Operations Center (EOC).

The Emergency Operations Center is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will operate on a 24 hour, 7-day basis during extended events with rotating shifts until the emergency is over. The Incident Commander determines whether the event no longer needs to be managed from the EOC. Normal shift rotation is 12 hours on, 12 hours off.

Once the EOC is activated, the Emergency Management Coordinator reports immediately to the EOC. The Emergency Management Coordinator is responsible for preparing the EOC facility for operation and checking staff into the EOC. The IC will determine which UT Tyler staff report to the EOC and which staff report to their normal workstations to coordinate response efforts. Command Staff and General Staff are required to check-in with the Emergency Management Coordinator upon arrival at the EOC. (see diagram)





Action Plans

Every response to an incident must have an oral or written Incident Action Plan (IAP). The purpose of the IAP is to provide all incident supervisory personnel with directions and guidelines for their actions. IAPs that include the measurable, tactical operations to be achieved are always prepared around a time frame called an operational period.

Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common with many large incidents. It is not unusual, however, to have much shorter operational periods covering, for example, two-or four-hour time periods. The length of an operational period will be based on the needs of the incident, and these can change over the course of the incident. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans. Incidents extending through the operational period should also have written incident action plans to ensure continuity due to personnel changes. The decision to have a written action plan will be made by the Incident Commander, and essential elements in any written or oral incident action plan are:

1. Statement of Objectives: A list or outline of objectives that is appropriate to the overall incident.
2. Organization: A description of what parts of the ICS organization will be in place for each operational period.
3. Assignments to Accomplish the Objectives: A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used.
4. Supporting Material: A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

The Operations Chief will delineate the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance & Administration Section will have to work together to accommodate those needs. The Planning Section is responsible for writing and maintaining the Incident Action Plan. The IAP will include standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section's direction for the accomplishment of the plan. The Planning Section will communicate with other Section Chiefs any materials and documentation needed to develop the plan.

The Incident Commander approves the written IAP. Copies of the IAP are distributed to the Emergency Preparedness Group and members of the Incident Response Team. The IAP should be conveyed to all resources on scene. A briefing prior to each shift should be held to communicate the IAP to everyone involved in the ICS .

University Line of Succession

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies:

The line of succession for the President:

- a. Provost / Vice President for Academic Affairs
- b. Vice President for Business Affairs
- c. Vice President for University Advancement





Incident Responsibilities

This section outlines the roles and responsibilities of students, Department Safety Liaisons, faculty, staff, Deans and Department Heads during emergencies.

Students

General Responsibilities

Students are responsible for being aware of their surroundings and familiar with building evacuation routes, exits and the nearest faculty, staff and/or residence director. In the event of an emergency, they are required to listen for and following directions provided by emergency responders and/or University staff. Information on response procedures for residence halls and classrooms can be found with [Residence Life](#) and on the [Emergency Management website](#).

Role in an emergency

Students involved in an emergency should assess a situation quickly and thoroughly, but follow common sense when determining how to respond. If directly involved in an incident, students are required to contact University Police as soon as possible, show public safety officers/responders where the incident occurred, and provide any requested information. If evacuation of a building is necessary, students should evacuate the building in an orderly fashion and follow directions from emergency responders, Department Safety Liaisons, faculty and staff, and Department Heads.

Department Safety Liaisons (DSLs)

General Responsibilities

Department Safety Liaisons are responsible for the dissemination of fire/life safety and emergency response information, hazard communications and monitoring buildings for public safety threats. DSLs are responsible for understanding department emergency and building evacuation procedures as well as campus emergency response procedures. Information regarding a DSL's roles and responsibilities can be found with the

Environmental Health and Safety Office

Role in an emergency

DSLs involved in an emergency should assess a situation quickly and thoroughly, and follow common sense when determining how to respond. The DSL is responsible for following department emergency and building evacuation procedures and will contact the Department Head, the Office of Emergency Management, or Physical Plant based on need. If an evacuation of the building is necessary, the DSL is responsible for coordinating evacuation measures with the department head. The DSL and the department head are responsible for ensuring that all people have exited the building prior to leaving the building themselves. DSLs are the responsibility of EH&S.





Faculty and Staff

General Responsibilities

University faculty and staff are seen as leaders by students and must be prepared to provide leadership in emergency situations. Faculty and staff should understand department emergency and building evacuation procedures in areas they work and teach. Faculty and staff may be the first to the scene of an incident and are responsible for following Standard Operating Procedures and contacting the appropriate individuals. They should familiarize themselves with the basic concepts for how UT Tyler responds to an emergency situation. Staff and faculty involved in an emergency should assess a situation quickly and thoroughly, but still follow common sense when determining how to respond. Faculty and staff should follow department emergency procedures to report emergencies to DSLs and University Police. If evacuation of a building is necessary, faculty and staff are required to provide assistance to DSLs to evacuate students from a building.

Deans/Department Heads

General Responsibilities

Deans and department heads serve as leaders for University departments and are responsible for providing overall guidance in the event of an emergency. Deans and department heads must be familiar with department emergency and building emergency procedures as well as understand the overall emergency response procedures for the UT Tyler campus. Campus emergency response procedures are outlined in the Emergency Operations Plan, available from the Office of Emergency Management. Deans and department heads are also responsible for developing Standard Operating Procedures for their respective departments which outline, consistent with this plan and its annexes, how the department will respond to emergency situations.

Role in an Emergency

Deans and department heads involved in an emergency should assess a situation quickly and thoroughly, while still following common sense when determining how to respond. Deans and department heads must follow department emergency and building evacuation procedures and report emergencies to the DSLs and University Police. If evacuation of a building is necessary, Deans and department heads will coordinate with DSLs to evacuate buildings, and are responsible for ensuring that all people have evacuated a building before exiting the building themselves. These are general outlines of responsibilities for each group. First responders will assist in initiating best and safest practices upon their arrival. Each department is responsible for the individuals within their department as well as others they may encounter during the process.





Administration & Training – Agreements

Should the University's resources prove to be inadequate for or during an emergency, requests will be made for assistance from other UT System Components, local jurisdictions, agencies, and vendors in accordance with existing mutual-aid agreements and those agreements concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements should identify the local officials authorized to request assistance pursuant to those documents. The Vice President for Business Affairs is authorized to enter into such agreements. The agreements pertinent to emergency management that the university is a party to are summarized as an attachment to this EOP.

Reports

Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and the University may need assistance from other local governments or the State.

Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.

Records

Record Keeping for Emergency Operations

The University will establish 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 University fiscal policies and standard cost accounting procedures.

a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to other local governments and to state and federal agencies.
- 3) Significant changes in the emergency situation.
- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the public.
- 6) Evacuations
- 7) Casualties
- 8) Containment or termination of the incident.

b. Incident Costs All departments 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.





Emergency or Disaster Costs.

For major emergencies or disasters, all departments participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations

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.

Deactivation Process

The Incident Commander decides when the situation is under control and the EOP can be deactivated.

Deactivation requires two key functions:

- Demobilization of Response Units (General Staff Sections)
- Documentation of Incident [i.e., After Action Reports (AAR)]

The Planning Section oversees the preparation of demobilization planning and collection of incident documentation.

Demobilization of Response Units

Incident Commander meets with Section Chiefs to develop a demobilization plan for the General Staff Sections. Section Chiefs are responsible for overseeing the demobilization of their respective sections.

Documentation of Incident

After the incident has been resolved, an After Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned. The AAR is developed by the Planning Section. Information for the AAR will be gathered from the members of the UT Tyler Incident Command System.

The AAR will serve as the official record describing the incident and the University's response efforts. The lessons learned will be used to update the EOP and will be incorporated in future university training exercises. Additional documentation required for insurance, FEMA, and disaster assistance purposes will be organized by the Finance and Administration Section.

Campus Recovery

Some situations may cause the campus to cease some or all University operations. In situations when university operations have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore campus facilities and grounds. The third step will be for the Emergency Policy Group to determine when and how to return to normal campus operations.





Plan Development and Review

The University of Texas at Tyler Emergency Operations Plan (EOP) is a living document that will change according to situations and circumstances at the University. To ensure that the EOP remains current and functional, UT Tyler Police Department has developed an Office of Emergency Management to coordinate non-incident planning and policy development. Working with the Chief of Police, Incident Response Team and Emergency Policy Group, this office will coordinate, plan, develop, and maintain a structure for all emergency management and planning at UT Tyler.

[The Office of Emergency Management](#) is responsible for research, structure and support in the development of emergency management plans and activities. To facilitate the development of plans, policies, and procedures, smaller subcommittees can be formed by the EMC as needed to conduct additional research and focus on developing a final product. Input may be sought from members of the campus community during the development of the plan.

To maintain a current and functional plan, a formal review of the EOP may be conducted by the [Emergency Preparedness Group](#), the Incident Response Team and the Emergency Management Coordinator annually.

In addition, the EOP will be activated at least two times a year: once in the form of a simulated emergency exercise to provide practical experience to those having EOP responsibilities, and once in the form of a table-top exercise with the Command and General Staff.

The plan will be updated, as necessary, based upon deficiencies identified by the drills and exercises, changes in organizational structure, facilities, technological changes, etc. Approved changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of the plan.

[The University Administration](#) shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities. This version of the plan will be the first to be primarily distributed digitally, with printed copies maintained by the president and EMC.

* The EOP can be provided to the general public if requested by the university administration. Documents should be reviewed by the Chief of Police for information that may compromise safe implementation of any law enforcement procedures therein.

Annexes

The Vice President for Business Affairs, working with the Chief of Police and Emergency Management Coordinator, will be responsible for the development of functional annexes to this EOP that provide specific information and direction. Annexes should focus on operations: what the function is and who is responsible for carrying it out. Annexes should emphasize responsibilities, tasks, and operational actions that pertain to the function being covered and, in general terms, the activities to be performed by anyone with a responsibility under the function. An annex should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters. Core functions that may require annexes to this EOP include warning, evacuation, public information, sheltering/mass care, and direction/control. [**Appendices**](#)

Hazard-Specific Appendices provide the supplemental information that applies only to a specific hazard. They are supporting documents attached to the base plan or functional annexes in the EOP.





Record Keeping / Emergency Operations Teams / Agreements

Should the University's resources prove to be inadequate for or during an emergency, requests will be made for assistance from other UT System Components, local jurisdictions, agencies, and vendors in accordance with existing mutual-aid agreements and those agreements concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements should identify the local officials authorized to request assistance pursuant to those documents. The Vice President or Auxiliary Services is authorized to enter into such agreements. The agreements pertinent to emergency management that the University is a party to are summarized in as an attachment to this EOP.

Reports

Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and the University may need assistance from other local governments or the State.

Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters.

After-Action Report - Summary report detailing the events, actions taken, plan review and mitigation for future incidents. Provided by EMC, IC, and assisted by the IRT as requested.

Record Keeping for Emergency Operations

The University will establish 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 university fiscal policies and standard cost accounting procedures.

a. **Activity Logs.** The Incident Command Post and the UOC shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to other local governments and to state and federal agencies.
- 3) Significant changes in the emergency situation.
- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the public.
- 6) Evacuations.
- 7) Casualties.
- 8) Containment or termination of the incident.

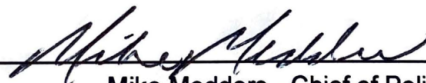
b. **Incident Costs.** All departments shall maintain records summarizing the use of personnel, equipment, and supplies during the response





Plan Approval

This plan is hereby approved and supersedes any previous versions in existence prior to this date.

x  4-16-18
Mike Medders - Chief of Police





Authority

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended) 42 USC§5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR1910.120
5. Homeland Security Act 2002
6. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002

B. State

1. Rules and Regulations of the Board of Regents of the University of Texas System
2. Government Code, Chapter 418 (Emergency Management)
3. Government Code, Chapter 421 (Homeland Security)
4. Government Code, Chapter 433 (State of Emergency)
5. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
6. Education Code, Chapter 51 (Multi-hazard Emergency Operations Plan)
7. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
8. Executive Order of the Governor Relating to Emergency Management
9. Executive Order of the Governor Relating to the National Incident Management Management-system
10. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
11. The Texas Homeland Security Strategic Plan, Parts I and II, December 15,2003
12. The Texas Homeland Security Strategic Plan, Part III, February2004
13. The University of Texas System Policies

C. Local

14. Authority and Orders of the President of the University of Texas at Tyler
15. Inter-local Agreements
16. Inter-agency participation and training.





Annex 1 - Emergency Notification/Timely Warning Process

Administrative Summary

Timely Warning is a message that will be delivered via the ECS in response to a specific crime such as those required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- Emergency Notification is a message that will be delivered by the Emergency Communications System as a response to an emergency event that is a direct threat to the campus community.
- All warning information will be immediately directed to University Police. The situation will then be confirmed and they will notify The Chief of Police and The Emergency Management Coordinator.
- Examples include Bomb Threats, Active Shooter, Fires, Severe Weather, Biologic Events, Utility Failure, Natural Disasters, Clery Act, etc.
- The safety of the U.T. Tyler campus community will always be the priority while these procedures are enacted.
- For warnings and notifications of situations that may avoid immediate injury or loss of life, University Police and The Emergency Management Coordinator are authorized to activate the full range of components to the ECS.
- Emergency information is made available on the university's web site in addition to other methods of preparedness education, including seminars available through the Police Department and Emergency Management.
- University Police will coordinate with area agencies and first responders.
- Emergency Information must be publicly distributed by The Chief of Police in coordination with the VP of Marketing and Communications.
- The responsibility for release of incident information will be the responsibility of the VP of Marketing and staff.
- All timely warnings about specific crimes must be approved by the Chief of Police.
- The Incident Commander for all emergencies will initially be the Chief of Police.

Policy for Review and Changes

Annex 1 – Emergency Notification and Timely Warning will be reviewed annually and will be updated and revised as needed. Interim revisions will be made on the following page when one of the following occurs:

1. A change in University site, facility, or equipment configuration alters the accuracy of the material contained in this annex or impedes the implementation of this annex.
2. A change in available response resources causes a deviation from the annex to be necessary.
3. An incident occurs that requires a review of the annex.
4. Internal reviews, third party assessments, or experience through drills and responses identify significant changes to be made.
5. New laws or regulations or internal policies necessitate an update/change.
6. All changes must be reflected in the "Record of Changes" table on the following page in this document. Each change must reflect date, description of the change made, and signature of the individual responsible for the change. Annex changes and updates are the responsibility of the Emergency Management Coordinator and the Chief of Police.





Terminology

Emergency Notification – A message that will be delivered by the Emergency Communications System as a response to an emergency event that is a direct threat to the campus community. May also include updates.

Timely Warning – A message that will be delivered via the ECS in response to a specific crime such as those required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. May also include updates.

Activating Authority – Those listed in this annex that are authorized to activate the Emergency Communications System.

Department Safety Liaisons (DSLs) – The individual appointed by each department head to assist with promoting the safety and well-being of that department's faculty, staff, and students. DSLs implement university health and safety policies at the department level in cooperation with the dean, The Office of Environmental Health and Safety and The Office of Emergency Management.

Emergency – any situation or potential situation that threatens the health and safety of the campus community, or the preservation of university facilities.

Emergency Communication System - The University's multi-layered system for issuing emergency notifications and timely warnings to the campus community. This includes text message, email, indoor warning systems, outdoor warning systems, phone broadcasts, and smart-phone apps in addition to DSLs and University Police Officers.

Evacuation – The organized and supervised withdrawal of the campus community from any portion of the campus or the entire campus, as is deemed reasonable to ensure safety of the entire community from any threat or potential threat.

Shelter-In-Place - a directive that might be issued for a number of emergency situations relative to weather, campus violence, hazardous materials, and others. It may be implemented campus-wide or in a very specific area. For University purposes, it is taking shelter in an easily accessible location, usually an interior, windowless room or hallway on the lowest floor in the building.

Lock-down - a term that is used to direct those under threat to lock doors and secure a campus, a building, a classroom, or an office to the degree that it is possible during an emergency. A total lock-down of ALL entries into a building may not be practical depending on factors such as amount of warning time or size and type of facility in question.





Purpose and Concept of Operations

The purpose of this annex is to outline organizational concepts, responsibilities, and procedures to efficiently notify the campus community in the case of specific situations, or where required by law. Examples: Bomb Threats, Active Shooter, Fires, Severe Weather, Biologic Events, Utility Failure, Natural Disasters, Clery Act, etc. Various parts of the Emergency Communication System may be utilized alone based on the particular incident.

Assumptions

To ensure plan effectiveness for Emergency Notification and Timely Warning, the following assumptions are some of those that have been taken into account:

1. The safety of the U.T. Tyler campus community will always be the priority while these procedures are enacted.
2. There may often be little or no advanced warning of an emergency notification via the ECS.
3. Certain emergencies may require a combination of these procedures.
4. Not everyone will receive the message with the emergency information
5. No one method of communication can reach everyone.
6. Electronic notification systems may be disrupted by certain emergencies.
7. Not everyone will follow instructions provided by the warning system.
8. The notification method and directions vary based on the emergency.
9. The scope of the emergency may call for evolving directions as circumstances develop...
10. General Emergency Guidelines are posted on emergency flip-charts throughout campus.
11. Emergency information is made available on the university's web site in addition to other methods of preparedness education, including seminars available through the Police Department and Emergency Management.
12. University Police will coordinate with area agencies and first responders.
13. Regular testing of the ECS components will be conducted.
14. A constant evaluation of new technologies will be standard procedure.

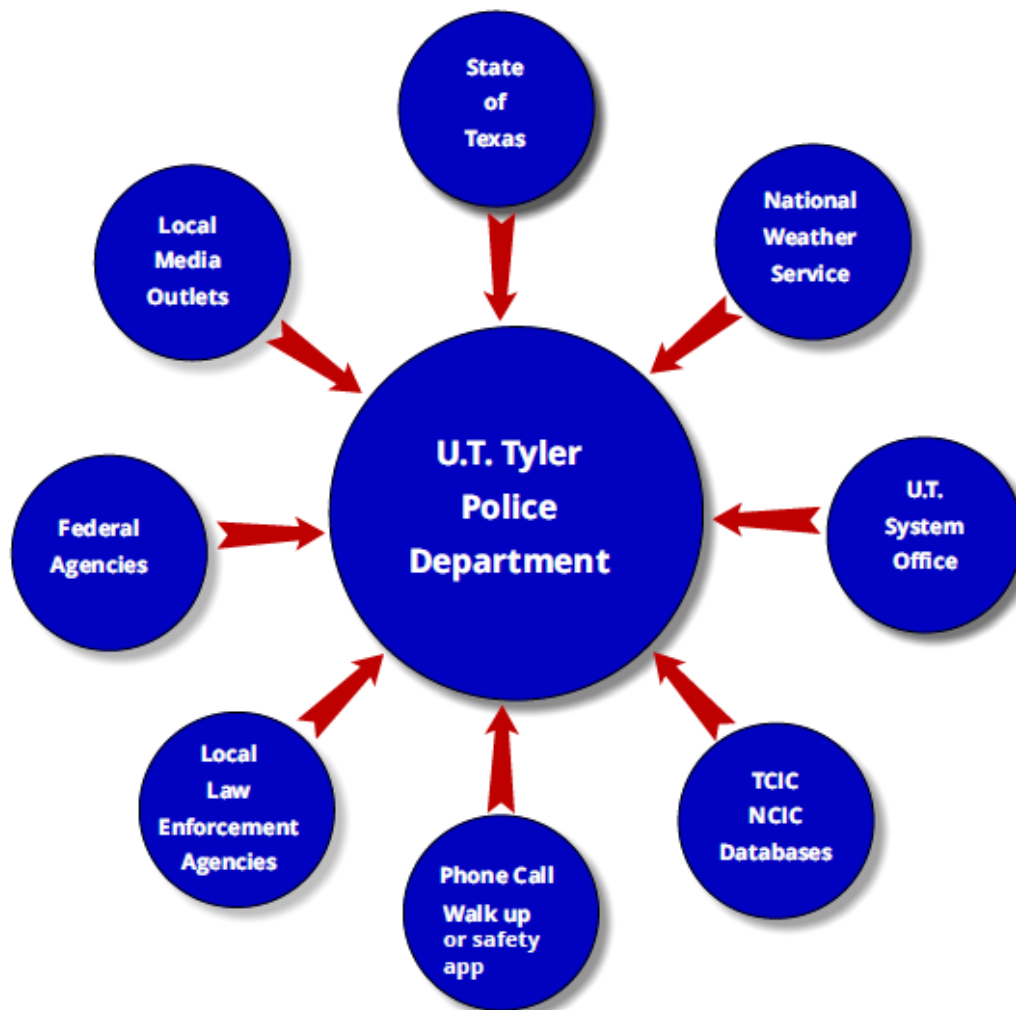
Activating Authorities

1. President
2. Provost
3. V.P. for Administration
4. V.P. for Student Affairs
5. Police Command Staff
6. Emergency Management Coordinator
7. Director of Environmental Health and Safety
8. Incident Commander

All timely warnings about specific crimes must be approved by the Chief of Police.
(The Clery Act)



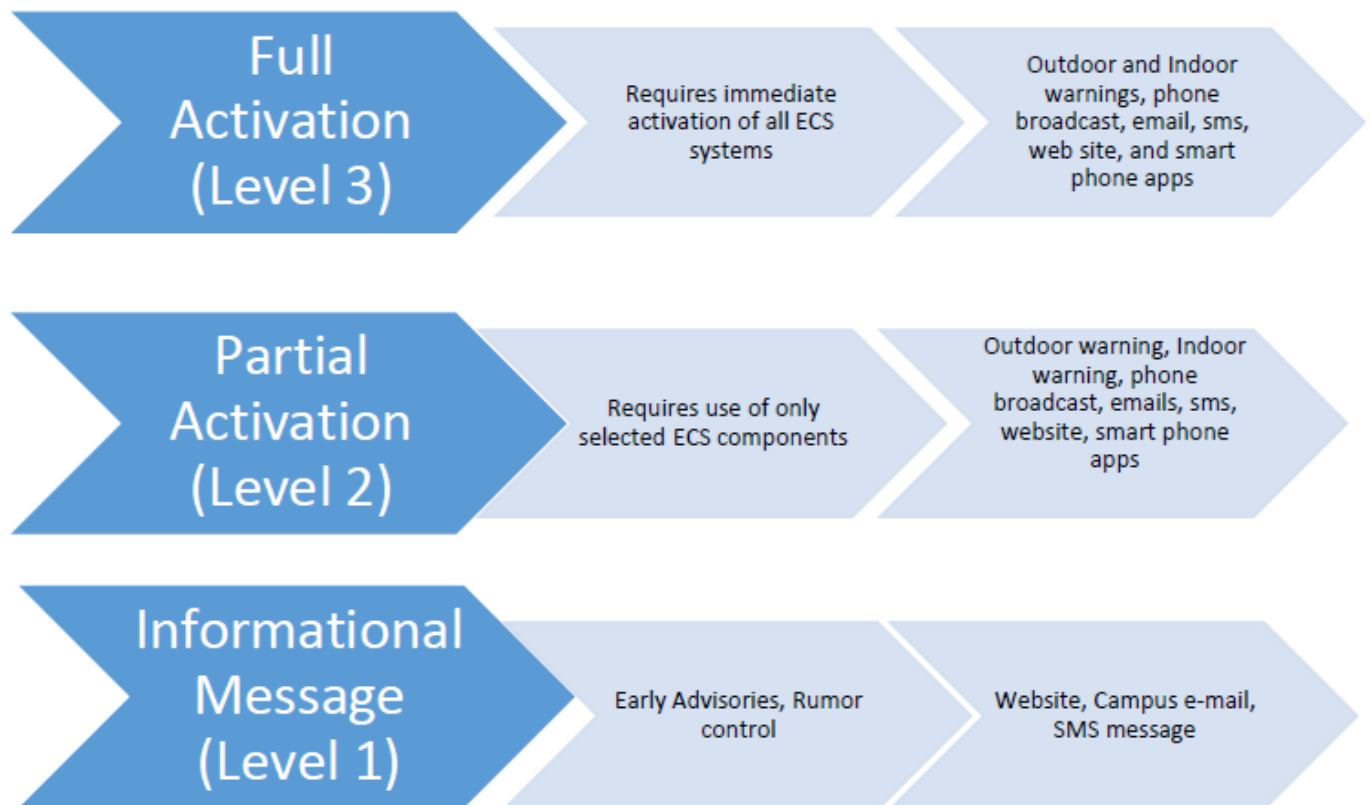
Sources of Emergency Information Received by University Police





Emergency Communication System – Activation Levels

Depending on the nature and severity and duration of the emergency, based on the decision-making criteria outlined in this annex, one of the following activation levels may be selected.





General Procedures

1. All warning information will be immediately directed to University Police. The situation will then be confirmed and they will notify The Chief of Police and The Emergency Management Coordinator.
2. The Chief of Police or Emergency Management Coordinator will notify University Administration Officials via The Vice President of Marketing and Communications so they may consider appropriate responses for the particular situation.
3. Designated Activating Authorities as listed this annex, must approve activations of the Emergency Communications System and the appropriate content.
EXCEPTION: For warnings and notifications of situations that may avoid immediate injury or loss of life, University Police and The Emergency Management Coordinator are authorized to activate the full range of components to the ECS.
4. Regular updates will be provided for as long as the emergency situation continues. An "All Clear" message will be broadcast once the determination has been made that the emergency situation has ended.
5. Emergency Information must be publicly distributed by The Chief of Police in coordination with the VP of Marketing and Communications.

ECS Decision Criteria

Five criteria should be considered to determine if activation of the Emergency Communication System should be activated, and what level of the ECS is appropriate.

1. What is the hazard type?
2. What is the potential risk to health and safety of the campus community?
3. What is the level of urgency presented by the potential emergency?
4. What is the appropriate audience for any ECS component that may be used?
5. What are the capabilities and limitations of each component of the ECS?





Clery Act Timely Warnings

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, timely warnings will be issued to the campus community when a crime or attempted crime occurs on campus, or in the immediate area around campus, that represents an ongoing threat to the campus community. These will include all crimes reported to The University Police Department, whether directly or indirectly. These alerts will be disseminated by methods described in this annex as well as campus electronic bulletin board postings, physical postings on building bulletin boards inside campus buildings as well as other methods. These alerts will be written, approved, and issued by The Chief of Police.

Missing Persons

In accordance with the Missing Persons Procedures of The Higher Education Opportunity Act of 2008, students, employees and other individuals are required to notify The Chief of Police and Director of Residence Life if they become aware of a potential missing student who resides in on-campus housing. After an initial investigation by University Police confirms the missing person, and after proper notification has been made to the individual's emergency contact, The Chief of Police may use the ECS to alert the campus community and provide information related to the missing person. The Chief of Police will be responsible for coordinating with the Vice President of Marketing and Communications.

Testing

The Emergency Management Coordinator will supervise regular testing of the Emergency Communication System.

Outdoor Warning System – A full-scale test will be conducted once-per-month, in conjunction with the City of Tyler. The University will test separately, immediately following the completion of the city test. Whenever there is a chance of severe weather, the test will be cancelled and re-scheduled in conjunction with the City of Tyler.

Indoor Warning System – A full-scale test will be conducted at least once during the spring and fall semesters.

Broadcast Phone/Email/SMS Messages - A full-scale test will be conducted at least once during the spring and fall semesters.

University Web Site – The VP of Marketing and Communications will post notifications of upcoming emergency testing on the university web site. This notice will be provided in advance by the Chief of Police or the EMC. Testing of all components should occur during normal class times to expose students, faculty, and staff to the actual sounds and messages they may hear in a real emergency situation.





Emergency Notification System “Patriot Alert” – Specific Message Verbiage:

In compliance with the timely warning provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, The University of Texas at Tyler Police Department is issuing notice of a (DESCRIBE OFFENSE) that occurred on/near the UT Tyler campus.

REPORTED OFFENSE: On DATE at approximately TIME, the UT Tyler Police Department was notified of DESCRIBE OFFENSE crime on/near the UT Tyler Campus. The crime occurred at (LOCATION). GIVE FURTHER DETAILS. SUSPECT: The suspect is described as (SUSPECT DESCRIPTION).

REPORT SUSPICIOUS ACTIVITY: The UT Tyler Police Department urges everyone to use caution when encountering individuals who are not personally known to them. If you have any information about this crime, please call the UT Tyler Police Department at (903) 566-7300 (or the Tyler Police Department at (903) 531-1000). You may also contact the UT Tyler Police Department in person at 3400 Varsity Drive or anonymously through Silent Witness program at <https://www.uttyler.edu/police/forms/silentwitness.htm>.

Please encourage anyone with information to assist us in keeping the campus safe.

If anything suspicious occurs or you are the victim of a crime, immediately contact the UT Tyler Police Department from any dialing 9-1-1 for emergencies or (903) 566-7300 for non-emergencies. Be aware of the emergency telephones in the parking lots and throughout the campus. Use these telephones to report all suspicious persons or incidents to the UT Tyler Police Department.

Responsibility for Testing, Drills and Alerts

(Police-EM)

Emergency Notification System

Indoor - Monthly, 2nd Tuesday

Outdoor - Monthly, 2nd Tuesday

Campus Email - once per semester

SMS

Phone System

Campus Evacuation

Tornado/Shelter

Active Shooter

Bomb Threat

Environmental Health and Safety

Fire Drill / Evac

Fire System

Chemical / Evac

Chemical System





Reporting and Records

All individuals with responsibilities under this annex will maintain activity logs recording the following:

- a. Warnings received
- b. Key personnel notified and what actions they directed to be taken
- c. Warnings disseminated by the University, by what means, and at what time?
- d. Notation of Tests of the Emergency Communication System.

Note: These logs must be filed with The Chief of Police and Emergency Management Coordinator





Annex 2- Evacuation/Shelter/Active Shooter

Emergency Evacuation Policy Summary

- Emergencies requiring evacuation include, but are not limited to: fire, gas leak, hazardous material release, flooding, mass casualty incident, major structural concerns to campus buildings, communicable disease outbreak, bomb threat or terrorism.
- Partial evacuation may be used if the determination is made that a building, part of a building, or area of campus is unsafe for the campus community.
- The decision for a campus-wide evacuation will be made by university administration based on recommendations from Police Department, Emergency Management, or Environmental Health and Safety unless the situation does not allow time for that process.
- The safety of the campus community will be the primary concern when considering any level of evacuation.
- Environmental Health and Safety has prepared building DSLs to assist automatically in the event of an evacuation emergency.
- The emergency phone bank will be activated by Emergency Management in conjunction with Police Dispatch upon any evacuation order issued.
- All emergency notifications automatically notify The Executive Director of Marketing and Public Affairs.
- Evacuation drills will be conducted a minimum of twice per year with adequate and widespread advance notice to the community.
- Evacuation orders will be given via all university emergency warning systems including IAN app, outdoor warning system, indoor warning system, Patriot Alert, and Cisco phones.
- Evacuation orders will only be issued when the situation is believed to be a significant threat to the safety and well-being of the campus community.
- Evacuation protocols assume there are individuals on campus at all times and may be implemented 24 hours a day and 365 days per year.
- Incident Command for shelter-in-place emergencies will originate with the Chief of Police.





Terminology

[Department Safety Liaisons \(DSLs\)](#) – The individual appointed by each department head to assist with promoting the safety and well-being of that department's faculty, staff, and students. DSLs implement university health and safety policies at the department level in cooperation with the dean, and The Office of Environmental Health and Safety.

[Emergency](#) – any situation or potential situation that threatens the health and safety of the campus community, or the preservation of university facilities.

[Emergency Communication System](#) - The University's multi-layered system for issuing emergency notifications and timely warnings to the campus community. This includes text message, email, indoor warning systems, outdoor warning systems, phone broadcasts, direct phone calls, Patriot Alert and smart-phone apps in addition to verbal notification from DSLs and University Police Officers.

[Evacuation](#) – The organized and supervised withdrawal of the campus community from any portion of the campus or the entire campus, as is deemed reasonable to ensure safety of the entire community from any threat or potential threat.

[Shelter-In-Place](#) - a directive that might be issued for a number of emergency situations relative to weather, campus violence, hazardous materials, and others. It may be implemented campus-wide or in a very specific area. For University purposes, it is taking shelter in an easily accessible location, usually an interior, windowless room or hallway on the lowest floor in the building.

[Lock-down](#) - a term that is used to direct those under threat to lock doors and secure a campus, a building, a classroom, or an office to the degree that it is possible during an emergency. A total lock-down of ALL entries into a building may not be practical depending on factors such as amount of warning time or size and type of facility in question. UT Tyler does not officially use the term "lock-down", as it denotes locking exterior doors, a practice which puts the community at greater risk during an emergency incident.





Purpose and Concept of Operations

Evacuation and Sheltering

The purpose of this annex is to outline organizational concepts, responsibilities, and procedures to safely evacuate the campus or shelter the community in place as warranted based on the particular threat. While The University of Texas at Tyler is intended to be an open and collaborative environment, it is also a public institution and must be prepared to take a proactive stance to prepare for the realities of the times in which we live. Terrorism, natural disasters, societal upheaval, and domestic discord as well as other forms of violence are some of the issues with which the university must be prepared to deal.

When designated authorities determine that evacuation or shelter-in-place is necessary, this document is intended to serve as a guide for a flexible but orderly process to carry out these functions as part of the plan to ensure the safety of the campus community. In general terms the university will prefer evacuation during an emergency. Sheltering-in-place will generally be used when evacuation is not safe.

Evacuation/Sheltering Plan Assumptions

To ensure plan effectiveness for evacuation and shelter-in-place, the following assumptions have been taken into account:

1. The safety of the U.T. Tyler campus community will always be the priority while these procedures are enacted.
2. There may be little or no advanced warning of an emergency requiring evacuation or shelter in place and may occur day or night.
3. Certain emergencies may require a combination of these procedures.
4. Not everyone will receive the message to evacuate or shelter-in-place.
5. Not everyone will follow instructions to evacuate or shelter-in-place.
6. The area to be evacuated or shelter-in-place will vary based on the emergency.
7. The scope of the emergency may call for prolonged sheltering-in-place.
8. General Emergency Guidelines are posted on Emergency flip-charts throughout campus.
9. University Police will coordinate with The City of Tyler and area agencies and first responders.
10. Coordination with the media on all levels will be done through The UT Tyler Office of Marketing and Communications.
11. Not all students will have the ability to evacuate campus without transportation assistance.
12. Displaced resident students may need relocation assistance for temporary housing.
13. Long-term issues may require the assistance of other UT System components to assure continuity.





Shelter-In-Place vs. Lock-down

"Shelter-In-Place" is a directive that might be issued for a number of emergency situations relative to weather, campus violence, hazardous materials, and others. It may be implemented campus-wide or in a very specific area.

Step 1 Move to designated safe area in your building. Usually a first-floor room without windows, restrooms, or windowless stairwells.

Step 2 Move away from doors and any interior glass. Take cover under furniture or other heavy objects. DO NOT go outdoors.

Step 3 Avoid Gymnasiums, Lecture Halls, Labs, Hazardous materials storage areas, workshops, multi-story lobby areas.

Step 4 Report injuries or trapped individuals following the event by calling University Police (903) 566-7300 or 911

Step 5 Listen for and follow all emergency instructions by Outdoor Warning System, Patriot Alert Texts and Email, Phones and Loudspeakers.

Step 6 Remain in the shelter area until given the all clear by first responders or U.T. Tyler officials.

Step 7 Once an official ALL CLEAR is given, check for others that may need assistance and help them until authorities arrive.

Step 8 Individuals sheltering-in-place should not leave shelter until an all clear is given. Cessation of sirens does not signal all clear.

"Lock-down" is a term that is used to direct those under threat to lock doors and secure a building, office or campus during an emergency. A total lock-down of ALL entries into a building may not be practical depending on factors such as amount of warning time or size and type of facility in question. Lock-down may be instituted for a specific area, but is generally not a practical alternative over the entire university campus.

- Remain in your classroom or office, or move to an area where you can lock the door if possible. If caught outside, take cover behind walls, vehicles, trees, etc. Lock all doors and windows, lower blinds and turn off lights. Take cover below window level and away from doors and windows if possible
- Do not let anyone that you cannot clearly identify into your locked-down area.
- Remain quiet, silence cell phones and other electronic devices and equipment.
- Have ONE person contact 911 and advise them of your situation if you are unsure whether or not authorities are aware.
- Remain in shelter area until given the all clear by first responders or U.T. Tyler officials.
- Once an official ALL CLEAR is given, check for others that may need assistance and help them until authorities arrive.
- Cessation of indoor or outdoor sirens does not signal all clear. Wait for specific message.





Active Shooter

NOTE: In the interest of security, only the basics of an active shooter response plan are published here.

- University Police will respond to an active shooter threat with the ALERRT method in which all officers are trained.
- The Chief of Police will serve as incident commander.
- The University-Wide emergency notification system will be used by Emergency Management and Police Dispatch to notify the entire campus community by several layered methods.



The University of Texas at Tyler follows the "Run, Hide, Fight" model commonly used by institutions across the United States.

This model is popular for two primary reasons:

1. Easy To Remember. (individuals under stress need simple directives that are easy to recall)
2. Allows individuals to make the best decision for them and their exact circumstances, including location, exit options and physical issues which might make "hide" a better option than "run".(asking every person to follow a rigid process with no options can put them at risk.





The guidelines, as developed by Homeland Security:

RUN, HIDE, FIGHT

1. Run away from the sound of gunfire and to the nearest possible exit as long as you can do so safely. Call 911 only after you are safely away from the building.
2. If escaping is not possible, find a secure place to hide. Lock the door, pull shades, turn off lights and silence your cell phone.
3. If you come face to face with a shooter, fight for your life. Use any nearby objects as a weapon. Attack as a group when possible. This should only be done as a last resort.
4. If you are in a classroom, lock the door and follow the "hide" part of the protocol. Do not attempt to lock other doors that are not in your immediate area.
5. Do not leave shelter until told to do so by a familiar, identifiable law enforcement officer.
6. Follow directions given by police both inside and outside of the building.
7. Do not attempt to leave campus once you are safely away from the scene.
8. Many of the same concepts used in this active shooter response are identical to our standard evacuation and shelter guides for multiple emergencies. Evacuation and shelter processes are outlined in detail in this annex.

Details for the active shooter response are also available in the Emergency Desktop Reference Guide on the UT Tyler website,

University Police, and Emergency Management. offer Active Shooter classroom training for campus groups provided by campus police upon request.

Remember, if you possess a license to carry a firearm, and you are armed, you can only use that firearm to protect yourself in the area you are in. Never leave a place of safety to pursue a gunman.

That is the job of responding law enforcement officers. If you are not in the immediate area and you receive an emergency notification or you are warned in person:

If you are in a lockable room or office: Follow the "Hide" protocol.

If you are in a hallway, common area large open space, or outside:

Move quickly to a lockable classroom, office, or storage area and follow the "Hide" protocol.

University Police DO NOT recommend activating emergency fire alarms as a response to an active shooter alert.

A fire alarm asks individuals to leave a place of safety and enter hallways and common areas where a shooter or shooters may be waiting to open fire..





Evacuation - Activation Levels

When information on an actual or potential emergency situation is received and confirmed by University Police, depending on the nature, severity, and duration of an emergency, combined with the results of the decision criteria set forth in this annex, one of the following actions may be ordered:

Evacuation

Emergencies requiring evacuation include, but are not limited to: fire, gas leak, hazardous material release, flooding, mass casualty incident, major structural concerns to campus buildings, and communicable disease outbreak.

Level I Evacuation (Building)

Total or partial building evacuation because conditions make it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from a building or out and away from a specific area inside a building.

Level II Evacuation (Area)

Total or partial area evacuation because conditions make it no longer safe to occupy buildings or areas in a certain sectors of the campus. This level of evacuation requires members of the campus community to move out and away from these unsafe areas of the campus to a designated safe zone.

Level III Evacuation (Full Campus/Extended Area)

Evacuation of the UT Tyler campus and/or affected parts of the City of Tyler because of a community-wide disaster. This level of evacuation requires implementing the City of Tyler's Emergency Operations Plan.





Evaluation Process - Need for Evacuation

1. Designated authorities, as listed in this annex, must determine if an emergency exists and the level (as defined by the Emergency Operations Plan), and order the evacuation of part or all of the campus if an assessment determines this action would prevent an escalation of the emergency or protect community members from further risk.
2. Exception: For emergencies that may result in immediate injury or loss of life, University Police and The Emergency Management Coordinator are authorized to order a Level I or Level II evacuation immediately and without further authorization.
3. When an evacuation has been issued, The Chief of Police or designee will initiate The UT Tyler Emergency Notification Plan (Annex 2) and order the Emergency Notification Systems be implemented to notify the campus community and provide instructions, in accordance with Annex two.

Evacuation Responsibilities - Departments

Traffic/Vehicle Evacuation

Actual evacuation movement will be controlled by University Police. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by University Police and Physical Plant.

University Police will request wrecker services when needed to clear disabled vehicles from evacuation routes.

Specific vehicle evacuation plans will vary with the nature of the emergency causing the evacuation. These procedures will be enacted by the Chief of Police or designee on an individual basis.

Physical Plant

- I. Assisting University Police with security and access control for campus buildings.
- II. Disable electrical/gas/water connections as needed.
- III. Advising University Police on safety and suitability for re-entry of buildings.

Emergency Management Coordinator

- I. Determining the safest and most efficient evacuation routes in consultation with University Police.
- II. Activating the Emergency Communication Systems to notify the campus community.
- III. Signaling the ALL CLEAR after the emergency has been addressed or dismissed.

Faculty and Staff

- I. Monitoring the safe evacuation of students.
- II. Maintain a roster of students who have safely evacuated if in class at time of emergency.
- III. Alerting first responders of anyone who may not have been safely evacuated.





Evacuation Responsibilities, cont.

Environmental Health and Safety

- I. Notifying Dept. Heads and DSLs of evacuation.
- II. Advising University Police on safety and suitability for re-entry.
- III. Advising University Police on Chemical, Biological, Radiological or explosive elements.

Department Heads and DSLs

- I. Assisting with safe evacuation of all students.
- II. Ensuring orderly employee evacuation from work areas.
- III. Maintaining roster of faculty members evacuated.
- IV. Alerting emergency responders to anyone who hasn't safely exited.

University Police, in consultation with Physical Plant, Environmental Health and Safety, and the Emergency Management Coordinator will determine when it is safe to return to campus buildings and when campus operations can be resumed. The Emergency Management Coordinator and Chief of Police will make the appropriate notifications.

Exception: If the City of Tyler Police or Fire Department or other agency has assumed sole command of the incident, they will make determinations.

If a building or buildings must remain closed for an extended period of time, space requirements for students, faculty, and staff must be considered. The Emergency Group will determine re-assignment of space in order to continue operations.





General Evacuation Guidelines – Campus Community

- A. Know where the nearest exits are located.
 - B. Know where the phones and pull stations are and know how to turn in an alarm.
 - C. Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.
 - D. Never block, even temporarily, building evacuation routes and exits.
 - E. Never ignore a sounding alarm or official instructions to evacuate a building.
 - F. Ensure that those in the general vicinity are aware of the evacuation.
 - G. Close, do not lock, doors behind you as you exit your work areas or classrooms.
 - H. Leave personal belongs, except those in immediate reach.
 - I. Evacuate quickly and calmly, by way of the nearest exit, to a safe distance from the building (500 feet or more).
- Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.
- J. Stay with the group from your area or with your class.
 - K. Students in class should check in with their faculty member or residential advisor, and faculty/staff should check in with their department head.
 - L. Do not re-enter the building until the all clear has been given. Follow instructions given by University Police, Environmental Health & Safety personnel, University administrators or other emergency authorities.
 - M. If it is necessary to evacuate the campus in a vehicle, exit in the direction given by University Police or other emergency authority.
- Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot.





Building/Area Evacuation Plans

It is the responsibility of each dean and vice president, working with his/her department heads and Environmental Health and Safety, to establish written evacuation procedures for their specific departments and facilities, using the template provided through EHS and DSLs. The final written plans must be reviewed by the Department of Environmental Health and Safety (EH&S) for consistency with established university guidelines and adherence to appropriate standards.

The procedures established by each department or area should be appropriate to their department and activities.

The Departmental Safety Liaison will serve as the evacuation guides during an emergency to ensure that occupants are evacuating when an alarm or other warning method has been initiated.

This individual(s) would be the last to evacuate the area, as safety permits, and would ensure that no able-bodied occupants remain in the area.

In the event that any individual(s) are unable to evacuate, the DSL would relay the location of the remaining individual(s) to emergency responders after evacuating the area.

Whenever possible, a specific location should be selected for the department or program members to meet immediately following evacuation of buildings/campus. If possible, when large numbers must be accounted for, the department head, director or DSL should take a list of names with them to the meeting site to ensure that all individuals have successfully evacuated. Missing individuals and their building location, when known, should be reported to on-scene emergency responders or to University Police as soon as possible.

[Departmental Safety Liaisons](#)

Departmental Safety Liaisons will assist vice presidents, deans, and department heads in the educational process, ensuring that all faculty and staff in their departments/areas are aware of and understand the University's policies and procedures for evacuation, and well as the location at which to assemble after evacuation.

DSLs will also assist, as safety permits, in communicating evacuation orders and ensuring that all persons in their department/areas have safely evacuated.

[Environmental Health & Safety](#)

The University's Environmental Health & Safety office will designate and post evacuation routes for each campus building and facility, and will assist in the development of and review/approve evacuation plans developed by vice presidents, deans, and department heads. EH&S will supervise the regular testing (drills) of building evacuation procedures. EH&S is responsible for the training of Departmental Safety Liaisons in evacuation procedures and responsibilities.





Campus-Level Responsibilities - Evacuation

Faculty & Staff

Faculty and staff are responsible for being familiar with and following the University's evacuation procedures when required. Further, faculty and staff are responsible for:

- a. Participating in drills and training as required.
- b. Orienting students with a brief overview of evacuation procedures on the first day of class to assure that they are aware that evacuation is required when ordered and they know where the nearest exits are located. Emergency procedures are posted in or near each classroom.
- c. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during an evacuation situation.
- d. Know where hazardous conditions or situations in your area may exist.
- e. Become familiar with the location and operation of emergency equipment, including fire extinguishers, AEDs, first aid kits, spill cleanup kits, and disaster supply kits.
- f. Know how to report an emergency from the classroom or area being used.
- g. Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and also be able to direct visitors with disabilities.

Students

Students are responsible for following the instruction of authorities during evacuation emergencies promptly whenever an order has been given by authorized personnel. Students must immediately report all emergencies by calling appropriate authorities.

It is the responsibility of UT Tyler students to respond promptly to sheltering orders and to treat these activities with appropriate gravity.

Persons with Disabilities

All disabled faculty, staff or students are responsible for planning evacuation procedures for the areas they will be routinely visiting and pre-arrange for the assistance of others in advance. It is the responsibility of the Disability Support Services, in cooperation with Environmental Health and Safety, to provide informational assistance to departments developing area-specific evacuation plans for disabled persons in their building.





Testing and Drills / Testing Records Administration

Evacuation and sheltering-in-place drills shall be conducted at least once every full semester at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.

Evacuation drills, which may take the form of a fire-drill, will be coordinated by the Director of Environmental Health and Safety.

Evacuation drills shall involve all occupants. Everyone shall leave the building when the fire alarm sounds.

Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to the planned evacuation drills.

Sheltering drills will be coordinated by The Chief of Police and Emergency Management Coordinator. A sheltering drill may take the form of a campus-wide tornado drill, active shooter exercise, or other similar scenario.

In the conduct of drills, emphasis shall be placed upon orderly execution under proper discipline rather than upon speed.

All campus officials are expected to perform their assigned duties as if in an actual emergency situation.

Provisions should be made for timing and evaluating the orderliness of each drill. The Director of Environmental Health and Safety and Emergency Management Coordinator will provide Drill Report forms for their respective drills.

In addition, at least once per academic year in conjunction with a sheltering drill, the President will publicize this annex and will encourage awareness of the same by the campus community. The Emergency Management Coordinator will notify the President's Office and provide updated information as needed.

Activity Logs - The Chief of Police and Emergency Management Coordinator shall maintain accurate logs recording evacuation and sheltering decisions, significant activities, and the commitment of resources to support operations.

Post-Incident Review - For large-scale evacuations, the Vice President for Student Affairs shall organize and conduct a review of emergency operations by those tasked in this annex. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.





Administrative Procedures - Sheltering

1. Designated Authorities, as listed in this annex, must determine if an emergency exists and the level (as defined by the Emergency Operations Plan), and order the sheltering (shelter-in-place) of part or all of the campus if an assessment of the situation determines the need to secure a individuals or buildings to protect the campus community and to prevent an escalation of the emergency.

Exception: For emergencies that may result in immediate injury or loss of life, University Police and the Emergency Management Coordinator are authorized to order the campus to shelter-in-place or RHF immediately and without further authorization.

2. When the sheltering order has been issued, the Chief of Police will initiate the UT Tyler All-Incident Emergency Notification Plan and order that the Emergency Communication System be activated to notify the campus community and provide instructions, in accordance with Annex A.

3. Once a sheltering order has been issued, the following individuals/ departments will be responsible for:

[a. University Police](#)

- i. Neutralizing the threat (in a law enforcement emergency)
- ii. Maintaining clear access for emergency responders (pedestrian and vehicle traffic control)
- iii. Controlling access to campus buildings following.
- iv. Determining the appropriate time to lift the shelter-in-place order.

[b. Physical Plant](#)

- i. Assist University Police with access control for campus buildings and vehicular routes.
- ii. Disabling electrical/gas/water connections.

[c. Emergency Management Coordinator](#)

- i. Activating the Emergency Communications System to notify the campus.
- ii. Signaling the "all-clear" after the emergency has been addressed or dismissed

[d. Faculty and Staff](#)

- i. Monitoring the safe sheltering of their students in classroom situations.
- ii. Maintaining a roster of students safely sheltered.
- iii. Alerting emergency responders of any persons who may not have safely sheltered.





Administrative Procedures, cont.

[f. Environmental Health & Safety](#)

- i. Notifying Department Safety Liaisons of sheltering.
- ii. Advising University Police on the safety and suitability of lifting the sheltering order.
- iii. Advising University Police on special considerations related to chemical, biological, radiological or explosive elements.

[g. Department Heads and Department Safety Liaisons](#)

- i. Assisting with the sheltering of students.
- ii. Ensuring employees are assisting in the sheltering process.
- iii. Maintaining a roster of faculty and staff safely sheltered.
- iv. Alerting emergency responders of any persons who may not have safely sheltered.

4. [University Police, consulting with EH&S, and/or outside agencies](#), will determine when it is safe to lift shelter-in-place orders, and when operation of campus facilities can resume in a safe manner. The Emergency Management Coordinator will make the appropriate notifications.

[Exception:](#) If the City of Tyler Police Department or Fire Department, or another agency, has assumed sole command of the incident, they will become the sole determining authority regarding lifting of shelter-in-place orders.

Campus-Level Responsibilities: Shelter-In-Place

[Vice Presidents, Deans and Department Heads](#)

It is the required responsibility of each dean and vice president, working with his/her department heads, to ensure that all employees are aware of and understand the university's policies and procedures for sheltering-in-place, and well as the location in each building designated for severe weather sheltering.

[Environmental Health & Safety](#)

The University's Environmental Health & Safety office will designate severe weather sheltering areas for all campus building and facilities. EH&S will assist the Office of Emergency Management with the regular testing (drills) of sheltering procedures.

[Note:](#) EH&S is responsible for the training of Departmental Safety Liaisons in sheltering-in-place procedures and responsibilities.





Departmental Safety Liaisons

Departmental Safety Liaisons will assist vice presidents, deans, and department heads in the educational process, ensuring that all faculty and staff in their departments/areas are aware of and understand the University's policies and procedures for sheltering, and well as the location in each building designated for severe weather sheltering. DSLs will also assist, as safety allows, in communicating shelter-in-place orders and ensuring that all persons in their department/areas have safely sheltered.

Auxiliary Departments

Auxiliary Departments are responsible for the prompt sheltering of students, staff and guests from their facilities. Auxiliary Departments will ensure that their staff has received appropriate training and that routine drills are conducted.

Faculty & Staff

Faculty and staff are responsible for being familiar with and following the University's sheltering-in-place procedures when required. Further, faculty and staff are responsible for:

- a. Participating in drills and training as required.
- b. Orienting students with a brief overview of sheltering-in-place procedures on the first day of class to assure that they are aware that sheltering-in-place is required when ordered and they know where the nearest safe areas are located. Emergency procedures are posted in or near each classroom.
- c. Informing and assisting visitors unfamiliar with building procedures as appropriate prior to and during a sheltering in-place situation.
- d. Know where hazardous conditions or situations in your area may exist.
- e. Become familiar with the location and operation of emergency equipment, including fire extinguishers, AEDs, first aid kits, spill cleanup kits, and disaster supply kits.
- f. Know how to report an emergency from the classroom or area being used.
- g. Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and also be able to direct visitors with disabilities.

Students

Students are responsible for following the instruction of authorities during emergencies and for sheltering-in-place promptly whenever an order has been given by authorized personnel. Students must immediately report all emergencies by calling appropriate authorities. It is the responsibility of UT Tyler students to respond promptly to sheltering orders and to treat these activities with appropriate gravity.

Persons with Disabilities

All disabled faculty, staff or students are responsible for planning sheltering-in-place procedures for the areas they will be routinely visiting and pre-arrange for the assistance of others in advance. It is the responsibility of the Disability Support Services, in cooperation with Environmental Health and Safety, to provide informational assistance to departments developing area-specific sheltering-in-place /emergency plans for disabled persons.





Incident Documentation

Activity Logs - The Chief of Police and Director of Environmental Health & Safety shall maintain accurate logs recording evacuation and sheltering decisions, significant activities, and the commitment of resources to support operations.

Post-Incident Review - For large-scale evacuations, the Provost shall organize and conduct a review of emergency operations by those tasked in this plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.





UNIVERSITY CLOSURE / CLASS CANCELLATION

1. A wide-spread emergency or explosion event may require cancellation of classes or closure of the University.

Examples of such emergencies include winter weather, hurricanes, and large-scale public health emergencies, such as a pandemic flu event. The entire campus should also be considered for closure when:

- a. There is significant physical threat of injury or harm to employees and/or students;
- b. There is widespread inaccessibility or malfunctioning of transportation systems;
- c. The City of Tyler advises business and organizations to cease operations; or
- d. A physical disaster has occurred and the buildings are uninhabitable.
- e. Other local jurisdictions have announced closure (e.g. Tyler ISD).

2. The Provost, consulting with the Chief of Police, the Emergency Management Coordinator, and the Executive

Director of Marketing and Communications should consider whether classes should be canceled (or the University should be closed) and when operations should cease. Decisions will be made as follows:

- a. Emergency Management Coordinator, Chief of Police, and Executive Director of Marketing and Communications will consult to make a recommendation.
- b. Executive Director of Marketing and Communications will notify the Provost with the recommendation.

The Provost will review the recommendation and make a determination.

- c. When a decision has been made, the Provost will notify the Executive Director of Marketing and Communications.

3. The decision to cancel class or close the University or any campus facility will be made for a period of one business day unless there is physical destruction of a building. Each day a new decision will be made regarding the need to remain closed. Decisions will be made according to the following timeline:

- a. Decision to close all day or cancel morning classes – The decision will be made by 5 a.m. for classes beginning at 8 a.m.
- b. Decision to cancel afternoon/evening classes – The decision will be made by 2 p.m. for classes beginning at 6 p.m. or later.

4. Public information regarding University closure will be evaluated by Executive Director of Marketing and Communications and the Emergency Management Coordinator. Information will be distributed to the news media as deemed appropriate by The Office of Marketing and Communications.





The following terminology will apply during a campus closure:

[Classes Canceled](#) - Period of time when classes will not take place at UT Tyler, therefore grading and attendance policies are suspended.

[Voluntary Evacuation](#) - An evacuation order given to UT Tyler students prior to a large scale emergency. Classes are officially canceled and the grading and attendance policies are suspended. Students are encouraged to leave campus for a safer location but are not required to do so. Only essential employees and residence life staff will remain on campus.

[Mandatory Evacuation](#) - An evacuation order in which students are required to evacuate the residence halls and leave campus for a safer location. The campus will soon close following a mandatory evacuation and all residence halls will be locked.

[University Closed](#) - All business operations will cease at UT Tyler. No UT Tyler faculty, staff, or students will be allowed on campus unless designated as emergency personnel. Entrances may be blocked and all services stopped until the University is once again opened.

[University Opened](#) - Accesses to campus will open to traffic and UT Tyler students, faculty, and staff will be allowed on campus. Business operations and education processes will resume where possible. However, classes may or may not resume at this time and residence halls may or may not remain closed. UT Tyler reserves the right to partially open the University for Business Operations and continue the cancellation of classes if necessary. This will be specified in public announcements.





Annex 3 - Severe Weather

Terminology

Department Safety Liaisons (DSLs) – The individual appointed by each department head to assist with promoting the safety and well-being of that department's faculty, staff, and students. DSLs implement university health and safety policies at the department level in cooperation with the dean, The Office of Environmental Health and Safety and The Office of Emergency Management.

Emergency – any situation or potential situation that threatens the health and safety of the campus community, or the preservation of university facilities.

Emergency Communication System - The University's multi-layered system for issuing emergency notifications and timely warnings to the campus community. This includes text message, email, indoor warning systems, outdoor warning systems, phone broadcasts, and smart-phone apps in addition to DSLs and University Police Officers.

Evacuation – The organized and supervised withdrawal of the campus community from any portion of the campus or the entire campus, as is deemed reasonable to ensure safety of the entire community from any threat or potential threat.

Shelter-In-Place - a directive that might be issued for a number of emergency situations relative to weather, campus violence, hazardous materials, and others. It may be implemented campus-wide or in a very specific area. For University purposes, it is taking shelter in an easily accessible location, usually an interior windowless room or hallway on the lowest floor in the building.

Lock-down - a term that is used to direct those under threat to lock doors and secure a campus, a building, a classroom, or an office to the degree that it is possible during an emergency. A total lock-down of ALL entries into a building may not be practical depending on factors such as amount of advanced warning or size and type of facility in question.

Designated Shelter – The most storm-resistant area of a building, generally the lowest floor and away from glass. These shelter areas are determined by the Director of Environmental Health and Safety and are indicated on maps located in multiple locations in each building.

Hazardous Weather - Any form of inclement weather (Storms, Tornadoes, Winter Storms, etc.) that may directly affect the safety of the campus community, campus operations, or university property.

Purpose / Concept of Operations

The purpose of this annex is to outline the organization, responsibilities and procedures to safely respond to a severe weather event. This plan is designed to protect The University of Texas at Tyler campus community by minimizing potential for injury or loss of life in a severe weather emergency. Based on our geographic location, the most frequent severe weather challenge is generally severe thunderstorms and tornadoes. Heavy rainfall and flooding associated with those storms must also be a consideration. Winter storms, while considerable less frequent, do present an occasional threat during late fall, winter, and early spring. Preparations are made to plan for all weather possibilities and provide the quickest possible response in cooperation with local agencies as needed. The plans outlined in this annex are provided based on the best information and planning assumptions available at the time of preparation. In any emergency deviation from this plan may be necessary as circumstances warrant.





General Severe Weather Procedures

The Dispatch Center at The University Police Department will serve as the 24 hour warning point and the central monitoring point for severe weather. Dispatch receives information 24/7 from:

- The National Weather Service
- Internet weather-based systems.
- Television
- City of Tyler Police Dispatch
- State Emergency Bulletins via TLETS (Texas Law Enforcement Telecommunication System)

Storm “watch” postings will start communications between Police Dispatch and The Emergency Management Coordinator. The EMC will determine when to be present in the EOC based on the individual situation and the input from the Chief of Police. Once severe storms pose a potential risk of involving ANY of the university's campus locations, the EMC will monitor situations from the EOC and Police Dispatch, while also consulting with the Chief of Police, and remain until that threat has passed.

The University will utilize all methods of public communication to alert the campus community without regard for time of day, or day of the week. The same contact procedures will generally be used based on the assumption that it is our responsibility to inform and protect all students and employees to the best of our ability at all times. (See Annex A: Emergency Notification/Timely Warning, for specifics)

In the event of a possible tornado, University employees should assist moving students to designated shelter areas or first-floor windowless areas as available.

Should cancellation of classes, campus evacuation, or campus closure be required, see Annex B: Evacuation/Shelter in Place, for details.

Whenever possible the university will coordinate its response to inclement winter weather with local entities.(Tyler ISD, Tyler Jr. College, etc.) The Vice President of Marketing and Communications will coordinate communication with outside entities and provide relevant details to the Provost.

* NOTE: The Innovation Academies have specific plans and assistance from Emergency Management for storm information and updates.

We are A NWS Certified Storm-Ready Campus.





Departmental Responsibilities – Severe Weather

University Police

1. Develop departmental standard operating procedures for severe weather.
2. Activate the Emergency Communication System (Annex A)
3. Cooperate and communicate with other public agencies on storm status and response.
4. Monitor weather and issue advisories as needed.
5. Maintain security and assist with assessing safety of the campus.

Emergency Management Coordinator

1. Monitor weather and issue advisories as necessary.
 2. Activate the Emergency Communications System (Annex A)
 3. Maintain the university's weather monitoring systems.
- Stand-Up the EOC when required.

Physical Plant

1. Develop departmental standard operating procedures for severe weather.
2. Maintain Campus Generators.
3. Pre-designate staff to remain on campus during severe weather.
4. Ensure an adequate fuels supply (5 days) for university vehicles.
5. Coordinate damage assessment and recovery of vehicles.
6. Coordinate outside contractors for recovery operations and place them on stand-by.

Environmental Health and Safety

1. Develop departmental standard operating procedures for severe weather.
2. Equip all pertinent campus areas with NOAA weather radios.
3. Designate severe weather shelter areas for all buildings.
4. Ensure DSLs are trained for severe weather procedures.

Department Safety Liaisons (DSLs)

1. Become familiar with the university's severe weather policies and procedures.
2. Assist in directing students, faculty, and staff to safe areas during severe weather.
3. Report any safety concerns related to severe weather policies to the Director of EH&S

Residence Life

1. Develop departmental standard operating procedures for severe weather.
2. Ensure training and proper equipping of Resident Assistants for severe weather.
3. Prepare instruction sheets for students who will remain on campus during breaks or holidays on whom to contact during an emergency, and other emergency procedures.





Departmental responsibilities, cont.

Food Services

1. Develop departmental standard operating procedures for severe weather.
2. Be prepared to initiate food preparation plans in the event of power loss.
3. Maintain a plan for providing emergency food service for resident students, employees, and emergency workers who may remain on campus during severe weather.

Information Technology

1. Develop departmental standard operating procedures for severe weather.
2. Ensure all mission-critical data under I.T. control is regularly backed-up.
3. Develop plans to restore I.T. services as soon as possible following an outage related to severe weather.

All Departments with Emergency Functions

1. Maintain accurate accounting and personnel records for storm preparation and recovery to allow maximum reimbursement by FEMA and insurances.
2. Maintain radio communications with the University Police Department and EOC.

Designees

Individuals with responsibilities during any emergency incident under this plan, pre-determine a designee to act in their place and carry-out their responsibilities as described.

Incident Documentation

Activity Logs - The Chief of Police, Emergency Management Coordinator and The Director of Environmental Health & Safety shall maintain accurate logs recording evacuation and sheltering decisions, significant activities, and the commitment of resources to support operations.

Post-Incident Review

Post evacuation, the Provost will organize and conduct a review of emergency operations by those tasked in this plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.





University Closure / Class Cancellation

1. A wide-spread emergency or inclement weather event may require cancellation of classes or closure of the University. Examples of such emergencies include winter weather, hurricanes, and large-scale public health emergencies. The entire campus should also be considered for closure when:

- There is significant physical threat of injury or harm to employees and/or students;
- There is widespread inaccessibility or malfunctioning of transportation systems;
- The City of Tyler advises business and organizations to cease operations; or
- A physical disaster has occurred and the buildings are uninhabitable.
- Other local jurisdictions have announced closure (e.g. Tyler ISD).

2. The President, consulting with the Chief of Police, Emergency Management Coordinator and the V.P. of Marketing and Communications should consider whether classes should be cancelled (or the University should be closed) and when operations should cease.

Decisions will be made as follows:

- Emergency Management Coordinator, Chief of Police, and V.P of Marketing and Communications will consult to make a recommendation.
- VP of Marketing and Communications will notify the President with the recommendation.
- The President will review the recommendation and make a determination.
- When a decision has been made, the President will notify the VP of Marketing and Communications.

3. The decision to cancel class or close the University or any campus facility will be made for a period of one business day unless there is physical destruction of a building. Each day a new decision will be made regarding the need to remain closed. Decisions will be made according to the following timeline:

- Decision to close all day or cancel morning classes – The decision will be made by 5 a.m. for classes beginning at 8 a.m.
- Decision to cancel afternoon/evening classes – The decision will be made by 2 p.m. for classes beginning at 6 p.m. or later.

4. Public information regarding university closure will be evaluated by The VP of Marketing and Communications and the Emergency Management Coordinator. Information will be distributed to the news media and through the Emergency Communications System as appropriate.





The following terminology will apply during a campus closure:

Classes Cancelled - Period of time when classes will not take place at UT Tyler, therefore grading and attendance policies are suspended.

Voluntary Evacuation - An evacuation order given to UT Tyler students prior to a large scale emergency. Classes are officially canceled and the grading and attendance policies are suspended. Students are encouraged to leave campus for a safer location but are not required to do so. Only essential employees and residence life staff will remain on campus.

Mandatory Evacuation - An evacuation order in which students are required to evacuate the residence halls and leave campus for a safer location. The campus will soon close following a mandatory evacuation and all residence halls will be locked.

University Closed - All business operations will cease at UT Tyler. No UT Tyler faculty, staff, or students will be allowed on campus unless designated as emergency personnel. Entrances may be blocked and all services stopped until the University is once again opened.

University Opened - Accesses to campus will open to traffic and UT Tyler students, faculty, and staff will be allowed on campus. Business operations and education processes will resume where possible. However, classes may or may not resume at this time and residence halls may or may not remain closed. UT Tyler reserves the right to partially open the University for Business Operations and continue the cancellation of classes if necessary. This will be specified in public announcements.





Annex IV - Pandemic / Infectious Disease

Terminology

An infectious disease is a disease resulting from the presence of pathogens including viruses, bacteria, fungi, protozoa and multicellular parasites. These pathogens are able to cause disease in animals and/or plants. Infectious pathologies are usually contagious diseases due to their potentiality of transmission from one person or specie to another. Diseases can be transmitted in a variety of ways, from drinking contaminated water to sexual contact. These four diseases are relevant because they are the ones of current concern - they are all in epidemic or pandemic status. Due to international travel, diseases can be spread round the entire world very quickly, as in the SARS incident of 2002/2003. Some bacteria are growing resistant to the use of antibiotics, which used to be an effective way of stopping disease spreading. This plan also applies to infectious diseases as classified by the CDC excluding pandemics. Other Examples include: Measles, Whooping Cough, Flu, and Tuberculosis. (cdc.gov /disease)

1. **Cholera** is a water-borne disease, it occurs where people do not have access to proper sanitation, a clean water supply or uncontaminated food.
2. **Tuberculosis** is an incredibly invasive disease - it starts with a primary infection in the lungs and quickly spreads to the lymph nodes, bones and gut. It often strikes HIV-positive people when their immune system begins to weaken.
3. **Malaria** is caused by Plasmodium parasites. The parasites are spread to people through the bites of infected female Anopheles mosquitoes.
4. **HIV pathogens** infect and destroy the T helper cells of the immune system, and without these the immune system does not respond adequately to infection.
5. **Influenza (flu)** is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death.
6. **Pertussis**, also known as whooping cough, is a highly contagious respiratory disease. It is caused by the bacterium Bordetella pertussis. Pertussis is known for uncontrollable, violent coughing which often makes it hard to breathe.
7. **Zika**, Transmitted by mosquito, the most common symptoms of Zika are fever, rash, joint pain, conjunctivitis (red eyes), muscle pain, headache. There is no cure for Zika.





Plan Assumptions

- Based on recent history, the university can expect 1-10 known individual occurrences of an infectious disease per year.
- Our diverse population creates a need to prepare for diseases which are uncommon to the campus and surrounding area.
- Communication within the university must be an area of increased emphasis.
- Students may be hesitant to make their condition known to university officials for fear of being removed from school.
- Many individuals within the campus community may need training and awareness on infectious disease indicators and proper procedures.
- Medical confidentiality leads some individuals to be hesitant to become involved in medical issues.
- Staff may be unaware that The Chief of Police is an approved confidential reporting authority for student medical information.
- Students, both resident and non-resident may not be aware of the available sources of medical assistance, including the health district / county.
- Students may not be aware of the university's ability to assist them with adjustments needed to continue their studies while isolated.

Administration & Training – Agreements

Should university resources prove to be inadequate for or during an emergency, requests will be made for assistance from other UT System Components, local jurisdictions, agencies, and vendors in accordance with existing mutual-aid agreements and those agreements concluded during the emergency. Such assistance may include equipment, supplies, or personnel.

All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements should identify the local officials authorized to request assistance pursuant to those documents.

Documentation

Documentation of incidents related to infectious diseases are the responsibility of The Chief of Police, Director of EH&S, and Office of Emergency Management.





Initial University Infectious Disease Plan

Initial Response

- This plan applies to infectious diseases as classified by the CDC excluding pandemics. Examples include:

Measles, Whooping Cough, Flu, and Tuberculosis. ([cdc.gov /disease](https://www.cdc.gov/disease))

- This policy will apply to all campus community members equally. Special considerations will be determined by the Incident Response Team on a situational basis.

- All individuals will be required to have proof of Tuberculosis vaccination as a condition of acceptance/hiring.

- An individual that exhibits symptoms has a responsibility to seek medical information and treatment at the UT Tyler clinic. The clinic will contact N.E.T. Health or the Chief of Police immediately. (The Chief of Police is an approved confidential source for reporting medical information.)

- A student, faculty, or staff member who becomes aware of a potential infected individual is responsible for

reporting that information to the Dean of Students or the Chief of Police.

- Any employee of the university who becomes aware of an infected person is responsible for reporting that information to the Chief of Police within immediately. (The Chief of Police is an approved confidential source for reporting medical information.)

- The Chief of Police will alert the entire team and activate the response plan.

- The team will meet in person or by conference call within an hour of being contacted by the Incident Commander to assist with managing the response as circumstances evolve.

- The Director of EH&S will assume joint incident command with the Chief of Police for the duration of the incident and periodically update the entire team as warranted.

appropriate communication with media/campus community as needed. All communication should be released through the VP of Marketing and Communications or designee.





Specific Response:

1. University Police in concert with N.E.T. Health will Identify and locate the reporting student and other potentially exposed individuals as directed by incident command.
2. University Police and EH&S will assess factors such as current living arrangements, number and names of roommates, need for isolation, etc.
3. EH&S will isolate individuals within patient zero's home. First responders will provide masks and initial instructions pending arrival of EH&S.
4. The team will not share any information with anyone outside the team for the duration of the incident. This includes other university employees outside the team. Information will be provided on a need-to-know basis only.
5. The Dean of Students will contact all potential exposed individuals and provide initial instructions to them, outlining how they should proceed.
6. Incident Command or designee will contact N.E.T. Health for coordinated response/assistance.
7. The team will funnel all testing and follow up care to N.E.T. Health unless otherwise directed.
8. The university clinic will assist with initial diagnosis and testing of campus community members.
9. The Director of Residence Life will direct the process to relocate those tested positive to alternate university housing, arrange meal service, and advise the Director of Campus Computing Services about technology access needs while isolated.
10. The university will not be responsible for an individual's monthly living expenses during an isolation period. The team will coordinate plans for treatment and follow-up testing with the university clinic and N.E.T. Health.
11. The University will not be responsible for the transportation of students to medical facilities. Individuals will be responsible for their own non-emergency transportation. University employees will not transport students.
12. The Chief of Police is a confidential source for all medical information reported from any entity.
13. Marketing and Communications will provide updates to the Vice President of Student Affairs and will determine appropriate communication with media/campus community as needed.
14. The Vice President of Student Affairs will communicate relevant information to University Administration as needed.
15. The EMC will place the EOC in standby mode pending determination of the scale of the event, and stand the EOC up as needed.
16. The EMC will contact Marketing/Public Affairs to request the back-up phone bank in EOC if Incident Command requests stand-up of the EOC.

Note: This document is not all-inclusive. Good judgement and preservation of life are paramount. Protection of the health and welfare of the community at UT Tyler is always the primary goal. This response plan will continue to be developed and updated.





Incident Command – Infectious Disease Event

For an Infectious Disease Event the Incident Command Structure will be:

1. Chief of Police (Commander)
2. Director, Environmental Health & Safety (Co-Commander)
3. Police Department Command Staff / EH&S Asst. Director

The Incident Commander is responsible for the following tasks:

- Providing overall leadership for incident response.
- Assessing incident situation.
- Establishing incident goals and objectives.
- Enforcing the Incident Action Plan (in conjunction with incident response team.)
- Initiating Incident Command System by developing an appropriate organizational structure and delegating authority/functions to others.
- Providing updates to Incident Response Team and VP of Marketing and Public Affairs as regularly as possible. (Or directly to university administration when appropriate)

Initial Responsibilities-Infectious Disease Incident

Chief of Police: Alert Incident Response Team. Activate emergency response plan. Direct all response activities.

Director EH&S: Provide EHS support and resources, assume incident command if necessary. Maintain appropriate supplies for initial response, accessible by responders 24/7. Maintain communication with incident commander.

Emergency Mgmt. Coordinator: Will contact the Office of Marketing/Public Affairs to request the back-up phone bank in their offices be activated if Incident Command requests stand-up of the EOC. Assist in managing situation as member of the incident command team. Monitor and document university response.

Vice President of Marketing and Public Affairs: Provide personnel for overflow phone bank in EOC if requested by EMC, update information to be released by operators. Communicate with incident command and provide information to university administration as needed. Provide information to media outlets as appropriate. Assist in managing situation as a member of the incident response team.

Dean of Students: report to EOC, (electronically or in person) and assist in managing situation as member of the Incident Response Team. Coordinate matters of academics and attendance for isolated students.

Director of Student Housing: report to EOC, assist in managing situation as member of the incident response team. Prepare options for students requiring alternate living arrangements.

Director of Information Technology: report to EOC, assist in managing situation as member of the incident response team. Prepare to assist students with technology needs during isolation.





V.P. Student Affairs: Communication between Incident Command and University Administration (Emergency Policy Team, etc.)

Incident Response Team: report to EOC as needed. Jointly communicate with Incident Command as a team to help manage incident as needed.

Faculty/Staff: Report cases relevant to incident to Chief of Police, assist in dissemination of information to students. Report to clinic or personal physician if your own symptoms appear. Notify Chief of Police of positive test result.

Students: Report cases relevant to incident to faculty. Follow instructions provided to campus community. Report to clinic for testing if symptoms appear.

Clinic: Administer care to students, test for illness in question. Report students with positive results to N.E.T. Health and Chief of Police immediately.

Immediate University Response to a Report:

- University Police in concert with N.E.T. Health will identify and locate the reporting student and other potentially exposed individuals as directed by incident command.
- University Police and EH&S will assess factors such as current living arrangements, number and names of roommates, etc.
- EH&S will isolate individuals within “patient zero’s” home. First responders will provide masks and initial instructions pending arrival of EH&S.
- The Incident Response Team will not share any information with anyone outside the team for the duration of the incident. This includes other university employees outside the team. Information will be provided on a need-to know basis only and will be disseminated by The Executive Director of Marketing and Public Affairs and University Administration.
- The Dean of Students will contact all potential exposed individuals and provide initial instructions to them, outlining how they should proceed, according to the Incident Response Plan.
- Incident Command or designee will contact N.E.T. Health for coordinated response/assistance.
- The team will funnel all testing and follow-up care to N.E.T. Health. N.E.T. Health will promptly provide pertinent results to the Chief of Police.
- The Director of Residence Life will direct the process to relocate those students that have tested positive to alternate university housing, arrange meal service, and advise the Manager of Campus Computing Services about technology access needs while isolated.
- The university will not be responsible for an individual’s monthly living expenses whether on or off campus, during an isolation period.
- The team will coordinate plans for treatment and follow-up testing with N.E.T. Health as needed beyond the initial incident.
- University employees will not transport students.
- Individual university employees, regardless of position, are required to report any infected individuals of which they become aware to the Chief of Police immediately.
- The Chief of Police will update the university administration regularly.
- The Dean of Students will provide information to university administration as needed.





RESPONSIBILITIES

1. Federal Responsibilities

- Detect earliest cases of disease in country
- Utilize Influenza Risk Assessment Tool (IRAT)
- Coordinate national and international virus surveillance, monitor health impacts and provide laboratory support.
- Direct and fund research on influenza virus, vaccine, and antiviral drugs
- Evaluate, license, and provide liability programs for vaccine
- Develop a national clearinghouse for vaccine availability, distribution, and redistribution
- Lead communication with states and other public health agencies.
- Provide policy guidance on pandemic response activities.
- Manage the Strategic National Stockpile (SNS), which caches influenza antiviral drugs.
- Assist state and local authorities to make decisions on what actions to take at what times during a pandemic.

2. State of Texas Responsibilities

- Enhance disease surveillance to ensure early detection of the first cases of pandemic flu in their jurisdiction
- Distribute stocks of drugs and vaccines and provide local physicians and hospital administrators with ongoing guidance on clinical- management and infection control.
- Prevent local disease transmission using a range of containment strategies.
- Provide ongoing communication to the public about the response.
- Provide psychological and social support services to emergency field workers and other responders.
- Implement and maintain community resources like hotlines and web sites and, in coordination with medical personnel, obtain and track local case data to include in media messages.
- Provide services for counties without health departments.

3. Northeast Texas Health District Responsibilities

- Lead local preparedness activities.
- Enhance disease surveillance to ensure early detection of the first cases of pandemic flu in their jurisdiction.
- Distribute stocks of drugs and vaccines and provide local physicians and hospital administrators with ongoing guidance on clinical management and infection control.
- Prevent local disease transmission using a range of containment strategies.
- Provide ongoing communication to the public about the response.
- Provide psychological and social support services to emergency field workers and other responders.
- Facilitate cooperation among all local involved parties (e.g., government officials, emergency responders, health experts, businesses, and the public).
- Coordinate medical volunteers.
- Collaborate with health care providers to provide information about access to health care.





4. University of Texas at Tyler Responsibilities

- Enhance disease surveillance to ensure early detection of the first cases of pandemic flu in the university community.
- Distribute stocks of drugs and vaccines.
- Prevent local disease transmission using a range of containment strategies.
- Provide ongoing communication to the university community about the response.
- Provide psychological and social support services to university emergency field workers and other responders.
- Facilitate cooperation among all university involved parties (e.g., government officials, emergency responders, health experts, businesses, and the public).
- Prepare educational campaigns to explain how individual actions and university community actions reduce disease spread.





LOCAL, STATE, AND FEDERAL ASSUMPTIONS - Pandemic

1. There will be no warning period of a coming pandemic.
2. There will be no vaccine available until one month before a pandemic hits the U.S. and Texas.
3. Two doses of a vaccine (administered 30 days apart) will be required to develop immunity to a novel virus.
4. Once the vaccine is available, it will take five months to produce an adequate supply of vaccine for the entire U.S. population (approximately 20% of the vaccine will be produced per month).
5. The federal government will purchase the first 20% of the vaccine produced that will be distributed to states.
6. In Texas, 4,701,556 persons could receive two doses of vaccine from the federal supply (based on the estimated Texas population of 23,507,783 from the U.S. Census Bureau, 2006).
7. In a given community, the pandemic waves will last about one month and peak at two weeks.
8. Two waves of pandemic influenza will affect Texas. The second wave will strike six months after the first wave.
9. The first wave could potentially have the following effects on the general population in Tyler, based on the estimated 2010 population of 99,446
 - Influenza-like illness attack rate of 25%
 - 24,128 people will get the disease (illness duration 7 to 10 days)
 - Hospitalization rate of 4% ~3,056 people
 - Case fatality rate of 1.7% ~ 34 deaths
10. The second wave could potentially have the following effects on the general population in Tyler, based on the estimated 2010 population of 99,446
 - Influenza-like illness attack rate of 5%
 - 5000 people will get the disease (illness duration 7 to 10 days)
 - Hospitalization rate of 4% ~400
 - Case fatality rate of 1.7% ~ 17
 - Activities identified in any given pandemic phase are not necessarily assumed completed during that phase; activities started in one phase may continue into subsequent phases.
 - Non-medical containment measures will be the principal means of disease control until adequate supplies of vaccines and/or Anti-viral medications are available.
 - The university may take actions described in this plan and/or activate its emergency management organization without a declaration of local, state, or health emergency. Depending on the situation, the university may activate all or portions of the plan independently.
 - The emotional impact of a pandemic will test individual and community coping skills. There will be a need for stress management support for all parties.
 - The most important step in preparedness and response is to disseminate timely, consistent, and accurate information.





Plan Development

The Vice President for Operations , Chief of Police, Director of Environmental Health and Safety, and Emergency Management Coordinator are responsible for the overall development and completion of The University of Texas at Tyler Infectious Disease Plan Annex, including appendices. All university departments and agencies are responsible for approving and promulgating this annex.

Distribution of Planning Documents

The Chief of Police, and the Emergency Management Coordinator are responsible for the distribution, review, and update of this plan.





Post-pandemic Period

1. Planning and Coordination the University of Texas at Tyler

- Convene The University of Texas at Tyler Pandemic Incident Response Team to debrief from response activities
- Communicate the status of the response to NETHEALTH, TTDSHS, and stakeholders
- Update the "Pandemic Influenza Plan" and the "Pandemic Influenza Response Plan" to account for any deficiencies noticed during the pandemic.
- Continue to document and analyze costs and expenses
- Generate and disseminate after action reports appropriately
- Deactivate ICS

2. Situation Monitoring and Assessment

- Assist state and local medical teams with providing a detailed characterization of the pandemic
- Assess the efficacy of protective action recommendation and emergency management strategies
- Assess the social and economic impact to the university

3. Prevention and Containment

- Encourage the continuation of non-pharmaceutical interventions, such as hand washing, respiratory hygiene, and cough etiquette as a regular practice.
- Discontinue antiviral distribution and return vaccines to appropriate vendor sources
- Complete all medical distribution, tracking, and compliance record keeping
- Complete after-action reports and make modifications to the plan as necessary
- Evaluate interventions related to coverage, processes, efficiency, effectiveness, and health outcomes.

4. Health System Response

- Change status to post-pandemic period per NETHEALTH and/or TTDSHS direction
- Analyze the pandemic response and record lessons for future pandemic situations
- Begin rebuilding of essential services
- Continue crisis counseling services for at least one-year post pandemic

5. Communications

- Conduct after-action analysis of communications systems
- Evaluate public information dissemination and assess effectiveness of messages
- Continue to inform the public in coordination with the CDC information
- Continue to update the Web page and hotline messages
- Evaluate when to reinstate regular media policies.





Annex V: Mass Care and Shelter

Sheltering and Mass Care, and contents within, is a guide to how the university conducts a response specific to sheltering and mass care. The Annex is written in support of the UT Tyler administration.

GENERAL

The purpose of this Annex is to outline the UT Tyler plan to provide shelter and mass care to evacuees, whether from realized or threatened disasters, local or otherwise.

UT Tyler personnel and resources may be called upon to support sheltering operations and emergency management in Smith County as set forth in the inter-jurisdictional plan and/or existing local mutual aid agreements on campus or at community facilities.

UT Tyler may use any UT Tyler facility as best suits the university and the emergency.

Therefore, these procedures should be considered as guidelines applicable to any facility the university chooses to utilize for sheltering and mass care operations.

DECISION MAKING

Any request from Smith County or the State of Texas for UT Tyler to provide sheltering and mass care support should be routed or copied to the university's Emergency Management Coordinator (EMC) or their designated alternates.

Examples of circumstances wherein time may not permit include evacuations associated with local hazardous materials releases, local severe weather, etc. where there is little or no warning time.

The President or designee will approve/disapprove the use of all UT Tyler facilities for sheltering operations.

SHELTER OPERATIONS – GENERAL

Shelter managers (minimum of two) should be appointed for each shelter to be utilized to support extended shift operations. Assistant shelter managers shall report to the Shelter Manager. Shelter operations are resource intensive, including personnel resources. A list of volunteers (staff, faculty and/or students) who are available and willing to work in a shelter should be developed as part of preparations for opening a campus shelter. The list should be maintained current during the duration of shelter operations. Staff or faculty may be assigned to fill roles in shelter operations/support with the approval of their management. Shelter Managers are authorized to choose teams of individuals from those lists to work in their shelters.

Security is paramount at shelters for both evacuees and the campus community. Evacuees will be required to check in and out of the shelters, even if only for short trips to their vehicles or to run local errands. Shelter Managers shall oversee check in/out points and operations.

[Security/police](#) shall monitor each shelter 24/7 for security purposes.

All shelters may house persons with access and/or functional needs or disabilities.





Evacuees with special dietary, mobility or other needs, should be advised to identify and discuss specialized needs with the Shelter Manager.

One or more private restroom/shower/dressing facilities must be available for those with access and/or functional needs and for those requiring additional accommodations (e.g., single parent families with small children, etc.)

Shelter guests will be asked to identify to shelter support staff any health conditions such as diabetes, kidney disease, heart conditions, etc. for which assistance may be needed. Evacuees with medical conditions will be triaged by qualified medical personnel. Those evacuees deemed to have conditions that require specialized medical care will be transported to appropriate medical facilities.

Discharge planning should begin with the arrival of evacuees. Discharge plans applicable to all evacuees will be developed and should conform to applicable standards for the emergency event and the population sheltered.

Common considerations include: any access and/or functional needs of the evacuee; safety of the area to which the evacuee is returning; local government's approval to return; safety/integrity of the evacuees residence; etc.

Pets will arrive with evacuees. Pets must be appropriately kenneled or crated, cared for, and linked with a pet owner. All pets of evacuees sheltered on campus will be taken to the appropriate animal shelter designated for the emergency response.

Privacy of evacuees must be respected. Requests from media should be referred to Marketing and Communications . Welfare requests concerning evacuees must be handled in a manner that protects the privacy and welfare of the evacuee. Such requests should be routed through the EOC.

UT Tyler Police

The primary role of the University Police Department during sheltering operations is to provide for the safety and security of all evacuees and shelter management personnel in the facility. Many of the tasks required of the department during shelter operations are simply an expansion of normal daily responsibilities including enforcing laws, maintaining order, protecting lives and property and traffic and crowd control.





The following actions will be common to any shelter facilities opened on the campus of The University of Texas at Tyler:

1. No alcohol, illegal drugs/narcotics, or illegal weapons will be allowed in the facility.
2. All evacuees should be issued some form of identification to aid shelter staff and security in identifying guests.
3. University Police reserve the right to perform criminal background checks on evacuees sheltered on campus and to take actions necessary to protect the majority of the evacuees assigned to a university shelter.
4. The UT Tyler PD Officer-In-Charge will meet with the Shelter Manager or designee to identify any concerns that may impact security. For example, transportation, safekeeping of valuables, behavioral issues, etc.
5. Access points to the facility will be identified and monitored by police or security personnel. Evacuees are not restricted to the facility. However, limitation of access points and logging of evacuees in and out of the shelter is required.
6. Traffic/crowd control of the area outside the facility will be maintained to assist the evacuees.
7. Police/security will patrol the parking areas outside the shelter during shelter operations.
8. The evacuee sleeping area will be monitored 24/7.
9. Areas with restricted access will be monitored.
10. At the beginning of each shift, the Officer-In-Charge of the shelter security detail will identify themselves to the Shelter Manager or designee.
11. All shelter requests for additional police/security personnel will be directed to the Chief of Police. Depending on the type of emergency, in addition to their normal duty assignments, security personnel may be called upon to protect key facilities, control access to damaged areas, disseminate information to the public (Command Staff), should primary systems be inoperative and provide security to evacuated areas.

Emergency Management

1. Maintain Emergency Operations Center
2. Coordinate with UT System and municipal agencies.
3. Call for meetings/updates with IRT.
4. Follow directives of the Incident Commander/Co-Commander.
5. Document activities / provide ICS forms and reference.

Food Service

Food for evacuees may be provided by many different sources. The food must be prepared and served by a permitted food service vendor in accordance with all applicable rules and the Texas Department of State Health Services and the Smith County Health Department.





Transportation/Physical Plant

- Request for services may involve personnel and/or resources to include:
- Buses to assist in evacuation of coastal areas
- Buses to assist in evacuation of UT System member campuses
- Support of shelter operations
- Local transport of evacuees or emergency response personnel

Environmental Health and Safety

1. Ensure that the facility, as used, complies with fire and safety codes.
2. Train shelter management personnel in fire safety and fire suppression as it relates to that facility.
3. Ensure that facility sanitation conditions are monitored periodically.
4. Review and post evacuation and shelter plans for the shelter.
5. Management and distribution of POD resources in conjunction with NETHealth.
6. Coordination of medical services through UT Clinic and NETHealth.
7. Coordination of services for special needs individuals.

Marketing and Communications

1. Provide information to the public on shelter operations as approved by the Shelter Manager, the Chief of Police and the Office of the President.
2. Coordinate media inquiries regarding shelters, UT Tyler sheltering operations and status, and other university emergency relief operations.
3. Provide a liaison to the EOC / incident command.
4. Establish media center at Ornellas Activity Center.
5. Handle media rules and regulations regarding campus access process.
6. Along with the IC, provide regular updates to university administration.

Information Technology

1. Provide staff the resources necessary to support shelter operations.
2. Provide Ethernet drops, wireless access and support, telephone service, and computing and business services as necessary for shelter.
3. Establish internet access for evacuees.

Residence Life

1. Assist with identification of available shelter possibilities.
2. Assist with establishment of shelter area resources.





The Vice President for Operations

1. Implement procedures as necessary to protect and secure campus facilities and grounds in advance of expected hazardous weather.
2. To the extent possible, ensure power, water supply and sanitary services are operable at shelter facilities.
3. Take steps as necessary to protect shelters and evacuees therein from foreseeable hazardous weather conditions.
4. Identify and prioritize facilities and operations needing emergency backup power. Shelters shall be considered priority facilities.
5. Provide support for shelter setup, operation and breakdown to include assistance moving supplies and equipment, enhanced custodial services, etc.

Student Services

Assist relocated students from fellow universities with:

1. Technology Access
2. Remote learning.
3. Extended deadlines from home institution.
4. Reunification assistance.
5. Basic Personal Supplies.
6. Access to UT Tyler library services.
7. Medical services through UT Clinic and Smith Co. Health District.
8. Counseling Resources.

Smith County Health District

1. Will provide access and assistance with the POD and other emergency supplies.
2. Will assist with medical issues brought to campus with relocated individuals.
3. Provide assistance to UT personnel identify potential infectious disease situations and best practices for response.

University Administration

1. Convene meetings of the Emergency Policy Group as needed.
2. Communicate with Local, State and UT System entities to ensure proper agreements are in place for mutual aid and reimbursement.
3. Provide university departments with policy applications toward the incident.
4. Provide additional funding as incident progresses.





Appendix A - Protocol for Suspicious Unopened Envelopes or Packages:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place any suspicious envelope or package in a plastic bag or other type of container to prevent the contents from leaking.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any substance to your face.
- Report the incident to University Police at 903.566.7300 immediately and notify your building DSL or an available Dean.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

How to Identify Suspicious Envelopes or Packages

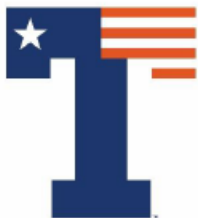
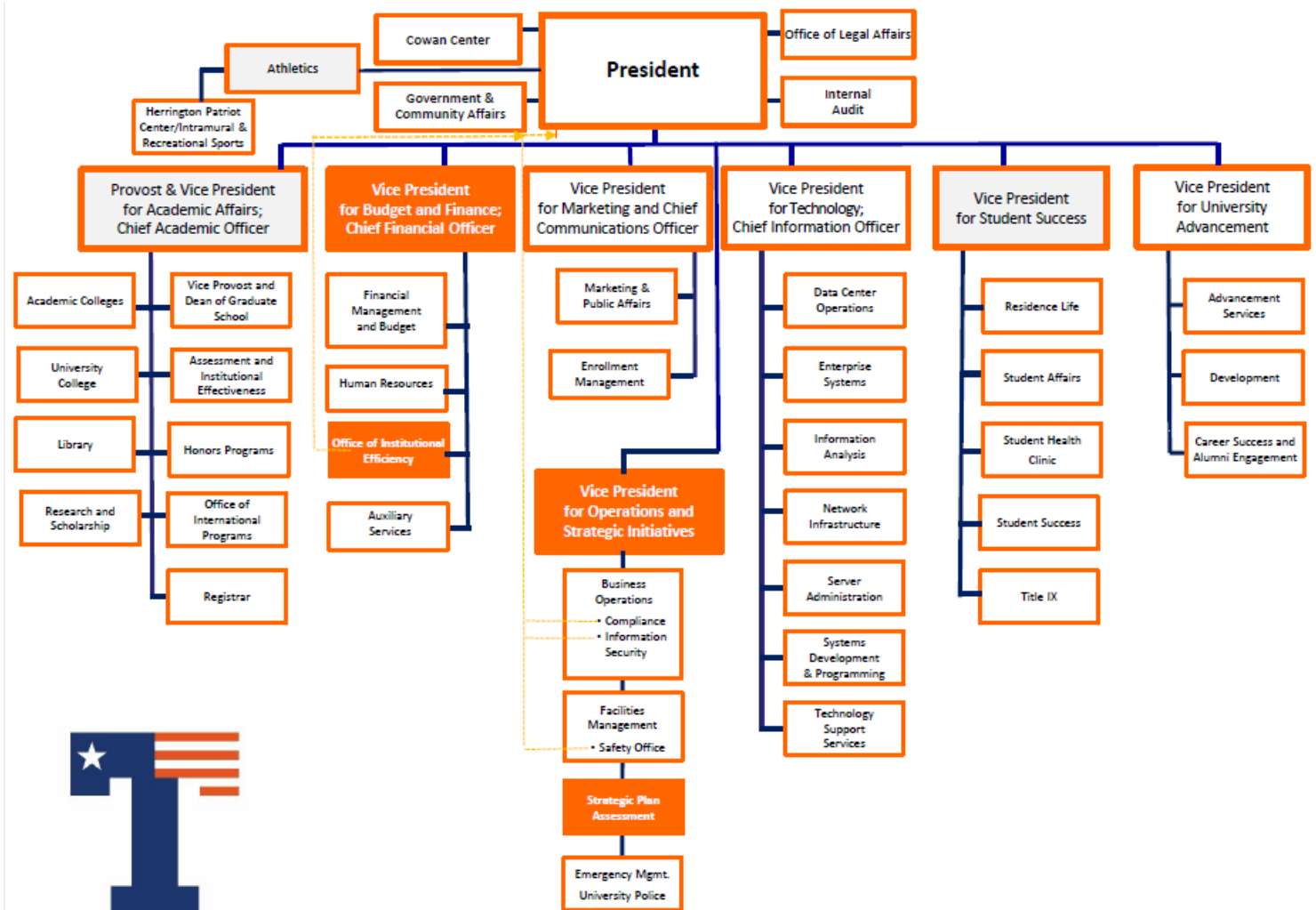
A suspicious envelope or package might include the following:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect title
- Title without name
- Misspelling of common words
- Oily stain, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive endorsements, such as "personal" or "confidential"
- City or state in the postmark that does not match the return address





Appendix B - UT Tyler Organizational Chart





Appendice C - Campus Evacuation Map



UT Tyler Police Department - Campus Evacuation Plan

X = Traffic Control Needed





Appendix D - Contacts

Primary Contact for All Campus Emergencies - UT POLICE DISPATCH - 903.566.7300

POLICE

Medders, Mike	Chief of Police/Incident Commander		903.360.4189	903.360.4189
Seale, Michael	Lt., University Police		903.767.1215	903.566.7422
Morales, Olimpia	Seargent, Day Shift	USC/124 (PD)		903.566.7060
Kennedy, Beverly	Seargent, Night Shift	USC/124 (PD)		903.566.7060
Duke, Randal	Emergency Management	USC/121 (EOC)	903.363.6430	903.566.7446

Environmental Emergencies

Tate, Paula	Director, EH&S	USC/135	903.530.6465	903.566.7401
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Computer-Related Systems

Brandenburg, Greg	Exec. Dir. Ent. Tech.	USC /117	903.530.1753	903.566.7436
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Housing-Related Emergencies

Waters, Jennifer	Director, Res. Life	ELA/CH	936.585.2700	903.566.7380
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Athletics-Related Emergencies

Patterson, Howard	Director, Athletics	PHE/226	903.520.1024	903.566.7350
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Infrastructure-Related Emergencies

Krouse, Andrew	Director, Facilities	PHY/107	574.386.0463	903.565.5658
Stuff, Jerry	VP Operations		317.796.6198	903.566.7431

Cowan Center-Related Emergencies

Thomae-Morphew, Susan	Director	FAC/2100		903.566.7191
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Public Information/Marketing

Roebuck, Lucas	VP, Marketing	ADM	903.426.7268	903.566.7041
Golden, Beverly	Agency Director	ADM	903.330.0495	903.566.7303
Buchanan, Hannah	Marketing	ADM		903.565.5769

Administrative / Catastrophic

Tidwell, Michael	University President	ADM	903.283.4913	903.566.7325
Mirmiran, Amir	University Provost	ADM	786.338.8695	903.566.7103





UT Tyler Digital Emergency Operations Plan

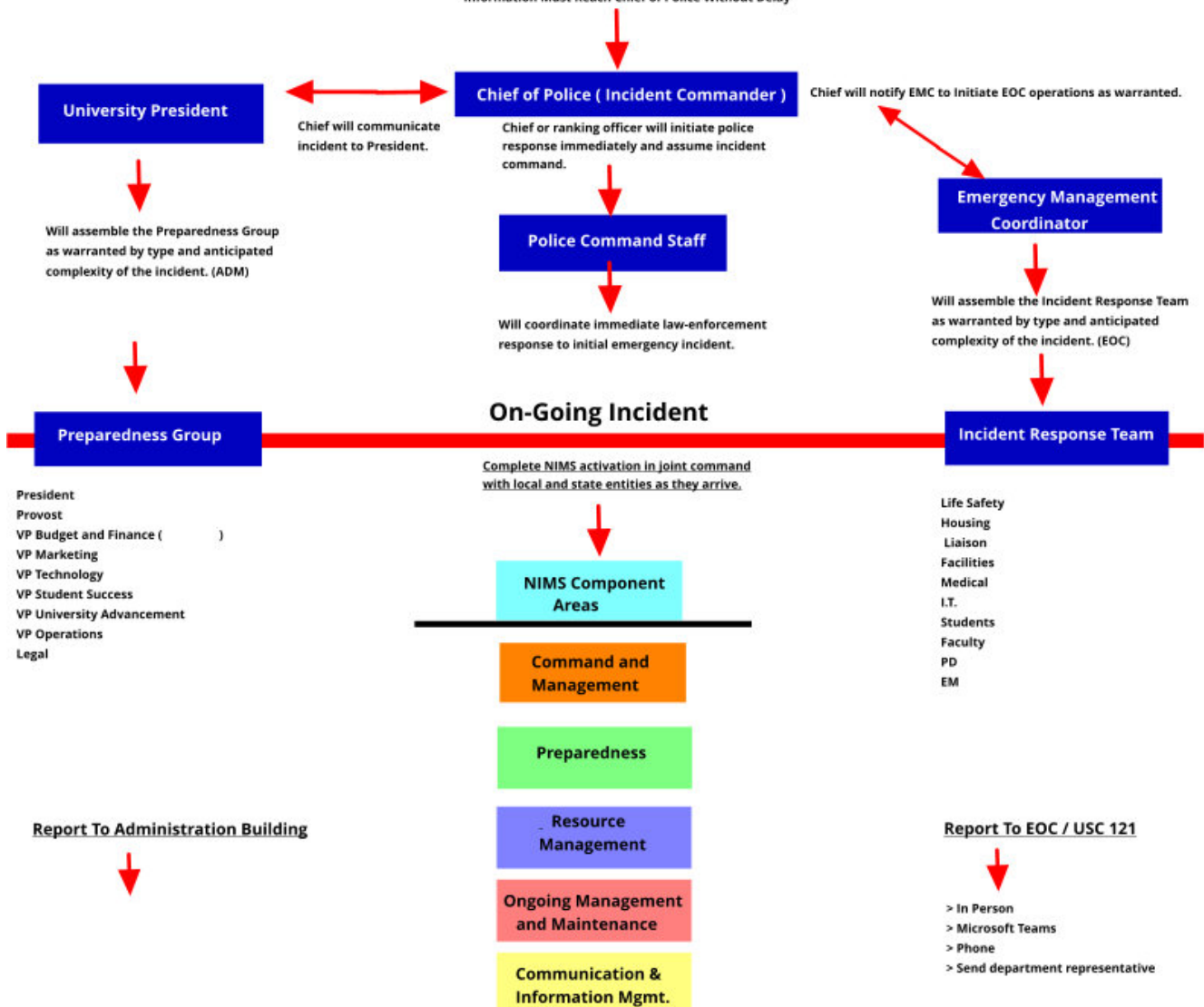
Emergency Response Process - The University of Texas at Tyler

All Safety and Security Incidents Reported to UT Tyler Police



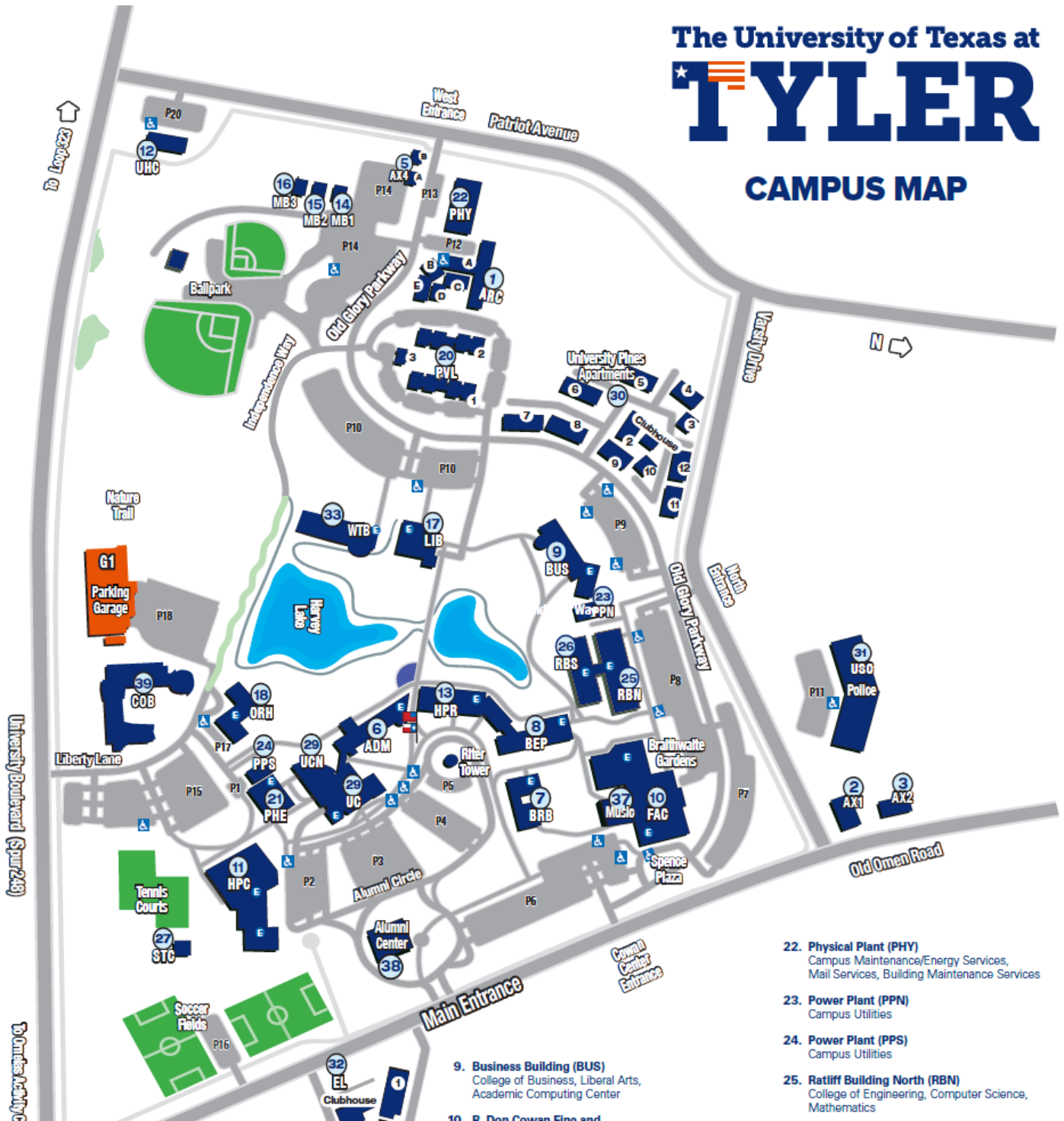
POLICE DISPATCH

Information Must Reach Chief of Police Without Delay





Appendice E - Campus Map





www.uttyler.edu/police

