

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: Risk Management

MAPP 06.05.01

SUBJECT: Emergency Management Policy

I. POLICY

- A. Lamar University (LU) is committed to the highest standards in health, safety, and environmental protection. As such, LU has established a Comprehensive Emergency Management Plan (CEMP) that serves as the basic framework for how the University manages emergencies.
- B. Lamar's CEMP utilizes an "All-Hazards Approach" as the standard for emergency management. The University's "All-Hazards Approach" provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures are designed to protect lives and property through an effective use of campus and community resources. Since an incident may happen suddenly and without warning, the procedures in the CEMP are designed to be flexible to accommodate contingencies of various types and magnitudes.
- C. The LU Office of Environmental Health and Safety (EHS) has oversight of the University's CEMP. The EHS is under the direction of the Office of Facilities Management.
- D. To improve the efficiency of response to an incident, the University's divisions, colleges, departments, buildings, and units will develop their own Emergency Response Plans (ERPs) in conjunction with or in the spirit of the CEMP. ERPs should be reviewed annually to ensure accuracy and that the plans meet minimum University requirements for a common, campus-wide approach to responding to emergencies.

II. PURPOSE AND SCOPE

- A. LU has established its Comprehensive Emergency Management Plan or CEMP to comply with Texas Education Code § 51.217, which mandates that the state's higher education institutions must "adopt and implement a multihazard emergency operations plan" and that "the plan must address mitigation, preparedness, response, and recovery." The University's CEMP has also been established to comply with Texas Education Code § 51.218 regarding emergency alert systems.
- B. Lamar University's CEMP is compliant with the National Incident Management System (NIMS), a common approach used to manage incidents, and utilizes the Incident Command System (ICS) standards and structures for emergency response.

III. DEFINITIONS

- A. **All-Hazards Approach.** An integrated emergency preparedness framework that aims, as much as possible, to prepare for and manage any type of emergency, natural or human-caused. An all-hazards approach seeks to balance an effective, consistent response to any disaster or emergency, regardless of the cause, with the unique capabilities needed to respond to specific types of incidents. An all-hazards approach is designed to be consistent yet flexible enough to respond to emergencies of varied causes, types, and magnitudes, whether these emergencies occur with or without warning.
- B. **Comprehensive Emergency Management Plan (CEMP).** A campus-wide, “all-hazards” plan that provides the framework for managing emergencies. The plan provides broad guidelines for emergency management with specific emergency management functions and is designed to protect lives and property through an effective use of campus and community resources.
- C. **Emergency Operations Center (EOC).** The physical location at which the coordination of information and resources to support incident management activities and on-scene operations normally takes place. The primary functions of an EOC are information gathering and sharing, coordination, communication, resource tracking, and assessing priorities for the overall response.
- D. **Incident Command System (ICS).** A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.
- E. **National Incident Management System (NIMS).** A systematic, proactive approach to guide departments and agencies at all levels of government, non-governmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards — regardless of cause, size, location, or complexity — in order to reduce loss of life and property and reduce harm to the environment.
- F. **University Incident Commander (IC).** The University individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. **UNIVERSITY.** Lamar University, through its Office of EHS, is responsible for campus-wide emergency management, with activities that include, but are not limited to, the following:
 - 1. Maintaining the broad-based Comprehensive Emergency Management Plan, and associated plans.
 - 2. Working with departments and Building Coordinators to write and exercise department and building evacuation plans.

3. Maintaining the emergency exercise and training program.
4. Maintaining public awareness on emergencies.
5. Coordinating University efforts with local and regional partners.

B. **COLLEGES, DIVISIONS & DEPARTMENTS.** Each LU college, division, and department has a responsibility to ensure a safe environment for its employees and to maintain operations.

1. Building coordinators on campus are required to have an evacuation plan for their assigned building.
2. Each college, division, and/or department is expected to conduct Continuity of Operations Planning (COOP) and, when necessary, put its continuity plan into action.
3. To ensure that colleges, divisions, and departments are prepared for emergencies, the above plans should be practiced and tested at least annually, on or before June 1.
4. Building coordinators, colleges, divisions, and departments should contact the Office of EHS for assistance in developing these plans.

C. **INDIVIDUAL.** Given that emergencies cannot always be avoided, the common first line of defense is an individual's own initial actions (i.e., those things that a person does before emergency responders arrive). These actions include, but are not limited to, the following:

1. **Maintain situational awareness.** Individuals should remember that, at its core, situational awareness involves being aware of where they are and what is happening around them to understand how information, events, and their own actions will impact their safety and the ability to protect themselves, both now and in the near future.
2. **Take actions to protect oneself.** Based upon their assessment of the situation, individuals should use their best judgment to protect themselves and, if possible, others (e.g., evacuate or shelter-in-place).
3. **Summon assistance.** Call for help. An LU community member or visitor can summon emergency assistance at any time. More information can be found in this policy, under Summoning Emergency Services.
4. **Warn others.** Once they are safely away from the danger, individuals should warn others of the hazard.

V. **LU EMERGENCY POLICY GROUP (EPG)**

A. The **LU Emergency Policy Group** or **EPG** engages in the following activities:

1. The EPG provides executive leadership on all high-level items relating to emergency management with regard to policy approval, procedure analysis, and compliance.
2. During an emergency, the EPG assesses and makes recommendations to the President on matters such as campus closure, class cancellation, and campus response and recovery efforts during an incident.

3. The EPG also provides resources and information to stabilize a campus incident as quickly as possible when requested through the University Incident Commander and the LU Emergency Operations Center.
4. The EPG is comprised of members of the President's Executive Council (PEC); additional LU personnel may be appointed as needed to respond to specific incidents.
5. When necessary, the EPG may establish temporary working groups to manage incidents that require expertise held by members of a specific working group.
6. The EPG may engage in additional emergency management activities as needed.

VI. PHASES OF EMERGENCY MANAGEMENT

- A. **Mitigation.** Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Examples include fire suppressions systems in campus buildings, testing of natural gas lines, and construction of detention ponds to control storm water.
- B. **Preparedness.** Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.
- C. **Response.** Response is the actual provision of emergency services during a crisis. These activities help reduce casualties and damage and speed recovery. Response activities include warning, fire response, evacuation, rescue, and similar operations.
- D. **Recovery.** Recovery is both a short-term and long-term process. Short-term operations seek to restore or maintain vital services to the University and provide for the basic needs of employees, students, and visitors. Long-term recovery focuses on restoring the University to its normal pre-disaster, or an improved, state of affairs. The recovery phase is also a useful time to institute future mitigation measures, particularly those related to the recent emergency.

VII. SUMMONING EMERGENCY SERVICES

- A. **Calling for Help.** LU community members and visitors can summon emergency services at any time by calling 9-911 from a campus phone or 911 from a non-campus phone (e.g., cell phone). The Lamar University Police Department (LUPD) can be reached through its Emergency Line at 409-880-7777.
 1. **Campus Emergency Telephones.** Lamar University maintains multiple "blue light" emergency telephones on campus. Callers may use these to reach the LUPD.
- B. **Responding to an Emergency.** Anyone involved in an emergency situation should remain calm and notify authorities. No one should attempt to handle any emergency situation in which s/he does not have training (e.g., firefighting, police, first aid, spill response, etc.).

VIII. TRAINING RESOURCES

- A. As an educational institution, LU can provide training and educational opportunities on emergency management. Those interested in learning more about emergency management and specific training should contact the Office of EHS.

IX. WARNING SYSTEMS

- A. Lamar University maintains multiple warning systems on campus. Each warning system is one “tool” in the campus warning “toolbox”. Any one warning system can be used, and any system can be used in conjunction with others. In combination, LU is able to provide timely warnings to the LU community and visitors for imminent threats to safety and security.
- B. LU’s warning systems with their target audiences are listed below. The University’s Office of Marketing Communications has oversight of these warning systems.
1. LiveSafe: students, faculty, and staff.
 2. Mass Email: students, faculty, and staff.
 3. ConnectEd: students, faculty, and staff.
 4. University Website: community and media.

X. COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) REVIEW AND MAINTENANCE

- A. The Comprehensive Emergency Management Plan or CEMP will be reviewed and updated annually. The annual plan review is coordinated by the Office of EHS.

XI. REFERENCES

Blanchard, B.W. *Guide to Emergency Management and Related Terms*. 2008.

Texas Education Code, § 51.217 and § 51.218

XII. REVIEW AND RESPONSIBILITY

Responsible Party: Director of Environmental Health & Safety
Associate Vice President for Facilities Management
Vice President for Finance and Operations

Review Schedule: Every two years on or before August 1

XIII. APPROVAL

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| Jeremy C. Alltop | 02/28/2020 |
| Vice President for Finance and Operations | Date |
| Kenneth R. Evans | 02/29/2020 |
| President | Date |

REVISION LOG

| Revision Number | Date | Description of Changes |
|------------------------|-------------|--|
| 1 | 02/29/2020 | Initial version approved by President. |