



EMERGENCY OPERATIONS PLAN

FOR

THE UNIVERSITY OF TEXAS AT DALLAS

APPROVAL & IMPLEMENTATION

The University of Texas at Dallas

Emergency Management Plan

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

Dr. David Daniel, UT Dallas President

Date

In Concurrence:

Dorothy L. Miller, Emergency Management Coordinator

Date

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Date

RECORD OF CHANGES

Basic Plan

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TABLE OF CONTENTS

BASIC PLAN

I. AUTHORITY	1
A. Federal	1
B. State	1
C. Local	1
II. PURPOSE	1
III. EXPLANATION OF TERMS	2
A. Acronyms	2
B. Definitions	2
IV. SITUATION AND ASSUMPTIONS	5
A. Situation/ Hazard Summary	5
B. Assumptions	6
V. CONCEPT OF OPERATIONS	7
A. Objectives	7
B. General	7
C. Operational Guidance	8
D. Incident Command System (ICS)	9
E. ICS - VEOC/EOC Interface	10
F. State, Federal & Other Assistance	10
G. Emergency Authorities	11
H. Actions by Phases of Emergency Management	12
VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	14
A. Organization	14
B. Assignment of Responsibilities	14
VII. DIRECTION AND CONTROL	24
A. General	24
B. Emergency Facilities	25
C. Line of Succession	26
VIII. READINESS LEVELS	26
IX. ADMINISTRATION AND SUPPORT	28
A. Agreements and Contracts	28
B. Reports	28
C. Records	29
D. Training	30
E. Post-Incident and Exercise Review	30
X. PLAN DEVELOPMENT AND MAINTENANCE	30

A. Plan Development.....	30
B. Distribution of Planning Documents	30
C. Review	31
D. Update.....	31

ATTACHMENTS

ATTACHMENT 1: Distrubution List	1-1
ATTACHMENT 2: References	2-1
ATTACHMENT 3: Organization for Emergency Management.....	3-1
ATTACHMENT 4: Emergency Management Functional Responsibilities	4-1
ATTACHMENT 5: Annex Assignments	5-1
ATTACHMENT 6: Summary of Agreements & Contracts	6-1
ATTACHMENT 7: National Incident Management System Summary	7-1

ANNEXES (distributed under separate cover)

Annex A – Warning	A-1
Annex B – Communications.....	B-1
Annex C – Shelter & Mass Care	C-1
Annex D – Radiological Protection	D-1
Annex E – Evacuation.....	E-1
Annex F – Firefighting.....	F-1
Annex G – Law Enforcement	G-1
Annex H – Health & Medical Services	H-1
Annex I – Public Information	I-1
Annex J – Recovery	J-1
Annex K – Public Works & Engineering	K-1
Annex L – Energy & Utilities	L-1
Annex M – Resource Management	M-1
Annex N – Direction & Control	N-1
Annex O – Human Services.....	O-1
Annex P – Hazard Mitigation	P-1
Annex Q – Hazardous Materials & Oil Spill Response	Q-1
Annex R – Search & Rescue	R-1
Annex S – Transportation	S-1
Annex T – Donations Management	T-1
Annex U – Legal	U-1
Annex V – Terrorist Incident Response	V-1

**** Text in red indicates NIMS compliance subjects, language and requirements. This text is not to be removed.**

BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and University community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 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 Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. University of Texas at Dallas
2. Joint Annexes between the City of Richardson and The University of Texas at Dallas.
3. Inter-local and UT System Agreements & Contracts. See the summary in Attachment 6.

II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to The University of Texas at Dallas (UTD), which has property lines in both Dallas and Collin Counties. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes and standard operating guidelines and procedures that describe in more detail who does what, when, and how. This plan applies to all university officials, departments, and affiliate agencies. The primary audience for this document

includes our University President and his/her senior staff members, the emergency management staff, police department, City of Richardson emergency management personnel, department and agency heads and their senior staff members, leaders of local volunteer organizations that support UTD emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
VEOC/	VIRTUAL Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRP	National Response Plan
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOGs	Standard Operating Guidelines
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency

Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a **minor incident to a catastrophic disaster**. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, possibly within a specific building on campus, not necessarily campus-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other UT System components, local response agencies or contractors.
 - 6) **For the purposes of the NRP, incidents include the full range of occurrences that require an emergency response to protect life or property.**
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require University campus and/or community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other UT System components, local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The VEOC/EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) **For the purposes of the NRP, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save**

lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires University-wide warning and instructions and possibly community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The VEOC/EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRP, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.

10. University agreements. Arrangements between UT system entities, local governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs/SOGs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOPs/SOGs).
13. Virtual Emergency Operations Center (VEOC/EOC). The virtual EOC, or VEOC/EOC, is a location that will be determined according to each incident until a future date when an actual EOC will be available.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Our university is exposed to many hazards, all of which have the potential for disrupting the University community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

Figure 1

HAZARD SUMMARY

Hazard Type	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety	Estimated Impact on Property	Warning Time	Duration
	(See below)	Limited Major Moderate	Limited Major Moderate	>6hr 12-24hr 24 + hr	<6hr, <24 hr <1wk, >1wk
Natural					
Drought	HIGHLY LIKELY	LIMITED	LIMITED	24 +	MORE THAN 1 WK
Earthquake	UNLIKELY	MAJOR	MAJOR	LESS THAN 6 HRS	LESS THAN 6 HRS
Flash Flooding	HIGHLY LIKELY	MODERATE	MODERATE	LESS THAN 6 HRS	LESS THAN 1 WK
Flooding (river or tidal)	OCCASIONAL	MAJOR	MAJOR	12-24 HOURS	LESS THAN 1 WK
Tropical Storm	UNLIKELY	MINOR	MINOR	12-24 HRS	LESS THAN 24 HOURS
Wildfire	UNLIKELY	MAJOR	MAJOR	LESS THAN 6 HRS	LESS THAN 1 WK
Destructive Winds	HIGHLY LIKELY	MAJOR	MAJOR	12-24 HOURS	LESS THAN 24 HRS
Energy/Fuel Shortage	LIKELY	LIMITED	LIMITED	24+ HOURS	MORE THAN 1 WK
Extreme Heat	HIGHLY LIKELY	MAJOR	LIMITED	24+ HOURS	24+ HRS

Food Borne Illness	OCCASIONAL	MODERATE TO MAJOR	NONE EXPECTED	NONE	<2 WKS
Pandemic	UNLIKELY	MAJOR	NONE EXPECTED	0-24+ (STAGES)	>1 WEEK
Fire(natural or man made)	LIKELY	LIMITED TO MAJOR	LIMITED TO MAJOR	LESS THAN 6 HRS	<24 HRS
Technological	LIKELIHOOD OF OCCURANCE	IMPACT ON PUBLIC SAFETY	IMPACT ON PROPERTY	WARNING TIME	DURATION
Energy/Fuel Shortage	LIKELY	LIMITED	LIMITED	24+ HOURS	MORE THAN 1 WK
Hazmat/Oil Spill (fixed site)	LIKELY	LIMITED	LIMITED	LESS THAN 6 HRS	12-24 HOURS
Hazmat/Oil Spill (transport)	HIGHLY LIKELY	MAJOR	LIMITED	LESS THAN 6 HRS	24+ HOURS
Major Structural Fire	LIKELY	MAJOR	MAJOR	LESS THAN 6 HOURS	LESS THAN 24 HRS
Water System Failure	OCCASIONAL	MAJOR	LIMITED	LESS THAN 6 HRS	<1 WEEK
Electrical System Failure/Outage	OCCASIONAL	MAJOR	LIMITED	LESS THAN 6 HOURS	<1 WEEK
Security					
Civil Disorder	UNLIKELY	MODERATE	LIMITED TO MODERATE	LESS THAN 6 HRS	LESS THAN 24 HRS
Enemy/ Military Attack	UNLIKELY	MAJOR	MODERATE	LESS THAN 6 HRS	24+ HRS
Active Shooter	LIKELY	MAJOR	LIMITED TO MODERATE	LESS THAN 6 HRS	LESS THAN 24 HRS
Terrorism or hostage situation	UNLIKELY	MAJOR	MODERATE	LESS THAN 6 HRS	24+ HRS

- **Likelihood of Occurrence:** Unlikely, Occasional, Likely or Highly Likely

B. Assumptions

1. The university will continue to be exposed to and subject to the impact of those hazards described above as well as other possible hazards that pose less significant threat and those that may develop in the future. We cannot plan for every single hazard that may happen, but if we take an all hazards approach, we can be better prepared for most hazards that will affect the university community.
2. It is possible for an emergency to occur at any time and at any place. In many cases, dissemination of warning to the University community and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance may be available in most emergencies, affecting our university. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis (up to 72 hours).
4. Proper mitigation actions, such as floodplain management, and fire inspections/drills, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect student, faculty and staff health and safety and to preserve university, public and private property to the best of our ability.

B. General

1. It is our responsibility to utilize resources to protect student, faculty and staff health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our campus University community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our students, faculty and staff have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid UTD in managing emergencies. We will assist our University community in carrying out these responsibilities by providing public information and instructions prior to, during and after emergency situations to the best of our ability and capability.
3. The UTD Office of Emergency Management, which includes the UTD Police Department and the UTD Environmental Health and Safety Office, is responsible for organizing, training, and equipping campus emergency responders, providing Virtual Emergency Operations Center (VEOC/EOC) facilities, providing suitable warning and communications systems, and for contracting for emergency services (i.e.: fire services, hazmat clean up). The state emergency operations center offers programs that provide technical assistance.
4. To achieve our objectives, we have organized an emergency management office that is both integrated (employs the resources of the university, government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This is a concept plan and is based on an all-hazards approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the University community during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating guidelines that describe how emergency tasks will be performed. Departments and agencies are tasked with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel,

equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8. UTD has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations. All NIMS standards included in this EOP are highlighted in red.
9. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS/UIC
 - a. The first emergency responder (University) to arrive on the scene of an emergency situation will implement the incident command system and serve as the principal University incident commander in charge of University overall emergency management activities until someone of higher authority relieves him/her. Support agencies such as the Richardson Fire and Police Departments will support the University ICS and therefore the ICS will become a Unified Command System. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to University officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the VEOC/EOC may initiate response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the university community. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander. A staging area may also be set up at this time to coordinate resources and provide a check in location for authorized personnel and responders.

3. Source and Use of Resources.

- a. The University will use its own resources, **all of which meet the requirements for resource management in accordance with the NIMS**, to respond to emergency situations, purchasing supplies and equipment if necessary, and requesting assistance if our resources are insufficient or inappropriate. The University's needs for state resources will come through its normal procurement process. In times of declared local emergency or disaster declarations, local government and the regional Disaster District Chairperson at DPS-Dallas will provide resources to the greatest degree possible. **The University will seek direct assistance from the University of Texas' System in Austin, TX.**
 - 1) Summon those resources available to us pursuant to UT System agreements. See Attachment 6 to this plan, which summarizes the agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation on our campus, we expect them to conform to the guidance and direction provided by our incident commander, **which will be in accordance with the NIMS.**

D. Incident Command System (ICS)

1. The University intends to employ ICS, **an integral part of the NIMS**, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The University incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing

objectives and strategies to deal with the emergency. Attachment 7 provides additional information on **Unified and Area Commands**.

E. ICS - VEOC/EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (VEOC/EOC) will be activated. When the VEOC/EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the VEOC/EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the University community in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the University community in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the VEOC/EOC.
3. The VEOC/EOC personnel are generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing University community-wide warning through the PIO and University President.
 - c. Issuing instructions and providing information to the University community through the PIO and the University President.
 - d. Support ICS in implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. **If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable**, and the allocation of resources to specific field operations will be coordinated through the VEOC/EOC.

F. State, Federal & Other Assistance

1. State Assistance

If local government resources are inadequate to serve the university's immediate needs, the University will request assistance from the State. Requests for state assistance should be made to UT System in Austin for additional resources and technical assistance.

2. Other Assistance

- a. If resources required to manage an emergency situation are not available from local government or the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For disasters and catastrophic events for which a Presidential declaration has been issued, federal agencies will be mobilized to provide assistance to states and local governments. The *National Response Plan (NRP)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.
- d. The NRP applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the County Judge and/or Mayor may request the Governor to issue an emergency declaration for its jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge and/or Mayor may by executive order or proclamation declare a local state of disaster. The County Judge and/or Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.

- 5) Implementing price controls.
- 6) Force evacuation

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Actions by Phases of Emergency Management

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

- a. Mitigation (Simple definition: remove or lessen the impact of...)

We will conduct mitigation activities as an integral part of our emergency management program. 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. Our mitigation program is outlined in [Annex P](#), Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing limited emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan (annual review), its annexes, and appropriate SOPs/SOGs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other University officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We 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 information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we 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 the University community. Long-term recovery focuses on restoring the University community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in the City of Richardson's Annex J, Recovery as a disaster event of this magnitude would be beyond our capability and it would more than likely have also impacted the surrounding communities.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Some departments and agencies within the University have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our organization for emergencies includes an executive policy group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Policy Group

The Executive Policy Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Policy Group includes the University President, Executive Vice President and Provost, Vice President for Business Affairs, Vice President for Student Affairs, Vice President for Communications, Police Chief, Emergency Management Coordinator, Asst. V.P. for Business Affairs/Procurement Management, Environmental Health and Safety Director, Facilities Management Director, Aramark/Food Services Management, Director for Counseling and Director for Student Health Services.

3. Emergency Services Management

The Emergency Services Management group is tasked with critical resources and safety issues. The group includes personnel from the University Police Department, Office of Emergency Management, Environmental Health and Safety, Facilities Management and Aramark/Food Services Management.

4. Emergency Support Services

This group includes other departments and outside support agencies that supplement and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes our UTD CERT team and other organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from the University's Administration in addition to a number of university departments, outside agencies, and groups. To facilitate a coordinated effort, the administration and/or departmental directors and staff may be assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that

has organizational responsibility for that function or possesses the most appropriate knowledge and skills. Other officials or agency personnel may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Policy Group Responsibilities

a. They will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) With the assistance of the VP for Communications, keep the University community informed during emergency situations.
- 4) With the assistance of the UT System, declare a “university state of emergency”. Request assistance from other local governments or the State when necessary.
- 5) Direct activation of the VEOC/EOC.

b. The Chief will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Coordinate with the EMC to organize the emergency management program and identify personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the VEOC/EOC and supervise its operation.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to the University Administration on emergency management matters.
- 2) Keep the University administration informed of our preparedness status and emergency management needs.
- 3) Coordinate University planning and preparedness activities and the maintenance of this plan.
- 4) Ensure a resource inventory has been developed by each department and included in Annex M.
- 5) Arrange appropriate training for essential personnel.
- 6) Coordinate periodic emergency exercises with the police department, environmental health and safety and other appropriate departments to test our plan, training levels and capabilities.

- 7) Facilitate in the VEOC/EOC, assist in developing procedures for its operation, and provide training opportunities for those who staff it.
- 8) Perform day-to-day liaison duties with the state emergency management staff and other local emergency management personnel.
- 9) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain departmental SOPs/SOGs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and VEOC/EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management. Provide updated emergency response team personnel contact information.
- e. Report information regarding emergency situations and damage to facilities and equipment to the VEOC/EOC.

5. Emergency Services Responsibilities

- a. The Incident Commander is the first person that arrives on scene until otherwise relieved by someone of higher authority or experience. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation. Keep the Emergency Operations Center staff informed of the situation until the incident has been resolved.
 - 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
 - 1) Internal: Primary responsibility for this function is assigned to the Police Chief/ Information Resources Director/Safety Director/Emergency Mgmt. Coordinator, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs/SOGs.
External: The city of Richardson community warning system for tornado events will be activated by the city of Richardson 9-1-1 Communication Center. Currently, there is one pole mounted siren located on the University campus near the Activity Center, southwestern edge of its parking lot.
 - 2) Emergency tasks to be performed include:

- a) Receive information on emergency situations from local government direct or by the local news media.
 - b) Alert key officials of an actual emergency situation.
 - c) Disseminate warning information and instructions to the University community through internal warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
- 1) Primary responsibility for this function is assigned to the Police Chief, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs/SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
- 1) Primary responsibility for this function is assigned to the Environmental Health and Safety Director who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs/SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment and inventory as required.
 - b) Ensure UTD personnel have current training in radiological monitoring and decontamination if necessary and required for transportation and handling.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials by being the point of contact to the City of Richardson and other agencies as necessary.
 - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
- 1) Primary responsibility for this function is assigned to the Police Department with cooperation from the Office of Emergency Management and Environmental Health and Safety, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs/SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may in the future and determine of population at risk.

- b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine and recommend emergency campus information requirements.
 - e) Perform evacuation planning for special needs facilities.
- f. Firefighting.
 - 1) Primary responsibility for this function is assigned to the Richardson Fire Department, as stated in the City's Annex F (Firefighting) to this plan. A copy of this annex is on file in the University's Office of Emergency Management. The Environmental Health and Safety Office (EH&S) will develop and maintain the supporting SOPs/SOGs to the plan.
 - 2) Tasks to be performed by COR Fire Dept. and EH&S include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.
- g. Law Enforcement.
 - 1) Primary responsibility for this function is assigned to the chief of Police who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs/SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.
- h. Student Health and Medical Services.
 - 1) Primary responsibility for this function is assigned to the Director of Health Services who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs/SOGs with assistance from the Director of Counseling if needed.
 - 2) Emergency tasks to be performed include:

- a) Coordinate and support health and medical care and EMS support as necessary and/or requested by the City of Richardson or other agencies during emergency situations. Liaison with local hospitals and public health office.
 - b) Health information and education to students and the campus community.
- i. Direction and Control.
 - 1) Primary responsibility for this function is assigned to the President of the University or his/her designee, as outlined in Annex N (Direction & Control) to this plan and supporting SOPs/SOGs. The University President's responsibilities parallel those of our local city manager's responsibilities during a disaster or catastrophic incident.
 - 2) Organizational emergency tasks to be performed include:
 - a) Direct utilization of University resources and assets.
 - b) Maintain direct line of communications with the UT System.
 - c) Maintain direct line of communications with the City of Richardson's City Managers' Office.
 - d) Oversee the VEOC/EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - e) Assemble Departmental Directors and their staff when needed at the EOC.
 - f) Monitors the duties of the staff, use of message forms, and procedures for VEOC/EOC activation with assistance from the emergency services groups.
- j. Hazardous Materials & Oil Spill.
 - 1) The primary responsibility for this function is assigned to the EH&S Director, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs/SOGs. Once the situation is beyond our response capability, UTD will serve as liaison and support to the COR Fire Dept., Annex Q.
 - 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs/SOGs.
 - e) Determine areas at risk and which public protective actions, if any, should be implemented.
 - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - g) Determines when affected areas may be safely reentered.
- k. Search & Rescue.
 - 1) The primary responsibility for this function is assigned to the city of Richardson Fire Department as stated in the City's Annex R (Search and Rescue) to this plan and

supporting SOPs/SOGs. A copy of this annex is on file at the University Office of Emergency Management.

2) Emergency tasks to be performed include:

- a) Check in at the University ICS operations.
- b) Serve as technical advisor to the University Incident Commander.
- c) Conduct search and rescue activities in hazardous zones and locations.
- d) Identify requirements for specialized resources to support rescue operations.
- e) Coordinate external technical assistance and equipment support for search and rescue operations.

I. Terrorist Incident Response.

1) Primary responsibility for this function is assigned to the Chief of Police, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs/SOGs.

2) Emergency tasks to be performed include:

- a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

1) Primary responsibility for this function is assigned to the V.P. for Student Affairs and the V.P. for Business Affairs who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs/SOGs.

2) Emergency tasks to be performed include:

- a) Determine appropriate building(s) to designate as temporary shelter(s) for the University with assistance from the OEM and Red Cross.
- b) Arrange for social service assistant in the management of shelter and mass care operations through UT System, UTD departments, relief agencies, and volunteer groups (i.e.: Red Cross, Salvation Army).
- c) Arrange for food services (Aramark).

b. Public Information.

1) Primary responsibility for this function is assigned to the Vice President for Communications, who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs/SOGs.

2) Emergency tasks to be performed include:

- a) Establish a Joint Information Center (JIC)
- b) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the media during emergency situations and respond to questions relating to emergency operations.
- c) Provide information to the media during emergency situations.
- d) Arrange for media briefings.
- e) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the City of Richardson, who will prepare and maintain Annex J (Recovery) to this plan. The VP for Business Affairs/Procurement, the Asst. VP and Emergency Management Coordinator will serve in a liaison or supporting role and prepare SOP/SOGs if necessary.

2) Emergency tasks to be performed include:

- a) Arrange for damage assessment training and assign team(s).
- b) Assess and compile information on damage to property. If damages are beyond COR and UT Dallas' capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
- c) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs. UT System will be notified if this occurs.

d. University Infrastructure (streets, water/sewer/electrical, buildings)

- 1) Primary responsibility for this function is assigned to the Facilities Manager who will prepare and maintain Annex K (University Infrastructure) to this plan and supporting SOPs/SOGs. The City of Richardson Annex K will be referred to for infrastructure operations not operated by UT Dallas and/or shared by COR.

2) Emergency tasks to be performed include:

- a) Ensure facilities and/or infrastructure operations and/or vital equipment where possible.
- b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
- c) Direct temporary repair of vital facilities.
- d) Repair damaged roads and bridges.
- e) Repair waste treatment and disposal systems.
- f) Arrange for debris removal via the City of Richardson.
- g) General damage assessment support.
- h) Building inspection support.
- i) Provide specialized equipment to support emergency operation

e. Resource Management.

- 1) Primary responsibility for this function is assigned to the Emergency Mgmt Coordinator, with assistance from the Asst. V.P. for Business Affairs; Human Resources Management Procurement, and Facilities Management, Environmental Health and Safety Director, and Food Services Director, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) Establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.
 - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - i) Maintain records of emergency-related expenditures for purchases and personnel.
 - j) Identify emergency feeding sites, secure emergency food supplies and coordinate with City of Richardson for additional services.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the State of Texas Division of Emergency Management who will prepare and maintain Annex O (Human Services). The Emergency Management Coordinator, Asst. V.P. for Business Affairs, Human Resources Management, Dean of Student Life and Director of Counseling would assist in the coordination of this plan and supporting SOPs/SOGs if necessary.
- 2) Emergency tasks to be performed include:
 - a) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross (ARC).
 - b) Coordinate with ARC special care requirements for disaster victims such as the aged, special needs students and staff, and others as needed.
 - c) Coordinate the provision of disaster mental health services with ARC to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

1) The primary responsibility for this function is assigned to the Office of Emergency Management, EH & S and the Police Dept., who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs/SOGs.

2) Emergency tasks to be performed include:

- a) Review the regional Hazard Analysis as offered by the North Central Texas Council of Governments (NCTCOG), otherwise referred to as HAZMAP. Create and maintain university hazard assessment/summary.
- b) Identify beneficial pre-disaster hazard mitigation projects.
- c) In the aftermath of an emergency, determine appropriate actions, with assistance from the City of Richardson, to mitigate the situation and coordinate implementation of those actions.
- d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

The primary responsibility for this function is the City of Richardson who will prepare and maintain Annex S (Transportation). Requests for transportation services during disasters will be made through the UT Dallas Police Department and/or Office of Emergency Management who will serve as liaison and support to the COR.

j. Donations Management.

Donations management functions will be handled by the City of Richardson on behalf of the University and will prepare and maintain Annex T, Donations Management.

k. Legal.

1) The primary responsibility for this function is assigned to UT System Legal Counsel, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs/SOGs unless deemed unnecessary by UT System administration.

2) Emergency tasks to be performed include:

- a) Advise University administration on appropriate measures to be taken by the President in the event of a declared disaster or major emergency as requested by the mayor.
- b) Review and Advise University officials on possible legal issues arising from disaster operations.

l. Department and agency managers not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the University President.

7. Volunteer & Other Services

a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

1) American Red Cross-Dallas Area Chapter

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

3) RACES.

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the VEOC/EOC.

b. Business Support.

The following businesses have agreed to provide support for emergency operations as indicated in Attachment 6 of this plan.

VII. DIRECTION AND CONTROL

A. General

1. The President and his Executive Policy Group is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, **all in compliance with the NIMS**. During disasters, the President or his/her designee may carry out those responsibilities from the VEOC/EOC.
2. The President will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the VEOC/EOC.
3. The Chief of Police will manage the VEOC/EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department managers retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Chief of Police. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from City of Richardson, or the State of Texas.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Virtual Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our VEOC/EOC, which is located at a site to be determined by the Chief of Police or the University President or designee.
3. The following individuals are authorized to activate the VEOC/EOC:
 - a. University President
 - b. Executive Vice President and Provost
 - c. Chief of Police
4. The general responsibilities of the VEOC/EOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail University services, recommend the closure of campus operations and other special events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the University community.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the VEOC/EOC. VEOC/EOC operations are addressed in Annex N (Direction and Control). The interface between the VEOC/EOC and the incident command post is described in paragraph V.E above.
6. Our alternate VEOC/EOC is located at (to be determined by the Chief of Police). This facility will be used if our primary VEOC/EOC becomes unusable.

We have a mobile command and control vehicle, operated by the Police Department, which may be used as an incident command post if operable and necessary.

C. Line of Succession

1. The line of succession for the President is:
 - a. Executive Vice President and Provost
 - b. Vice President for Business Affairs
 - c. Vice President for Student Affairs
2. The line of succession for the Executive Vice President and Provost is:
 - a. Vice President for Business Affairs
 - b. Vice President for Student Affairs
 - c. Chief of Police
3. The line of succession for Emergency Management is:
 - a. Emergency Management Coordinator
 - b. Chief of Police
 - c. EH & S Director
4. The lines of succession for each of our department and agency managers shall be in accordance with the SOG's established by those departments and agencies.

VIII. READINESS LEVELS

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Chief of Police. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs/SOGs.
- B.** The following Readiness Levels will be used as a means of increasing our alert posture.
 1. Level 4: Normal Conditions
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of government are not affected.
 2. Level 3: Increased Readiness
 - a. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:

- 1) Severe Weather Threat. A severe weather system has developed and has the potential to impact the local area. Readiness actions may include monitoring the weather via the Weather Channel and the National Weather Service web site, or local television. Communication between the University and the city of Richardson 9-1-1 Center may be necessary if the threat is such the community warning sirens are activated for a tornado event.
 - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of "Level 3" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.
3. Level 2: High Readiness
- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
- 1) Severe Weather. A severe weather system may impact the local area within 3 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment.
 - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radar, and may strike in the local area. The city of Richardson will activate the community warning siren for 3 minutes. A secondary activation may be needed. There is not an all clear activation.
 - 3) Flash Flood Warning. Issued to warn persons that flash flooding is imminent or occurring within the northern portion of Dallas County and precaution should be taken.
 - 4) Winter Storm Warning. Issued when sleet or freezing rain are forecast to occur. Readiness actions may include preparing for possible power outages.
 - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on standby and continuous situation monitoring.
- b. Declaration of a "Level 2" will generally require the initiation of the "High Readiness" activities identified in each annex to this plan.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
 - 1) Severe Weather Warning. Readiness actions may include continuous situation monitoring, activation of the VEOC/EOC, recommending precautionary actions for special facilities.
 - 2) Tornado Warning. Tornado has been sited especially close to the City of Richardson and moving towards the University. Readiness actions may include taking immediate shelter.
 - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should University resources prove to be inadequate during an emergency; requests will be made for assistance from the City of Richardson, the State of Texas, UT System, other agencies, and/or industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts 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. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents and expectations of outcome, liable agency and monetary responsibility.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If the University responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report.

See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

2. Initial Emergency Report. This short report should be prepared and transmitted by the VEOC/EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the VEOC/EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

The University is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established University fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the VEOC/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 department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies 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.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOG's.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Post-Incident and Exercise Review

The Chief of Police/Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The Emergency Management Coordinator is responsible for developing and maintaining the emergency operations plan. The University President is responsible for approving and promulgating the plan.

B. Distribution of Planning Documents

1. The Chief of Police/Emergency Management Coordinator 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 VEOC/EOC and other emergency facilities.

2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed annually by the Office of Emergency Management on an annual basis.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every three years**. Responsibility for revising or updating the Basic Plan is assigned to Chief of Police and the Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex.
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. **National Incident Management System**

<p align="center">ATTACHMENT 1 DISTRIBUTION LIST</p>
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<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
Emergency Management Coordinator/EOC	2	All
University President	1	All
Executive Vice President and Provost	1	All
Vice President for Business Affairs	1	All
Vice President for Student Affairs	1	All
Police Chief	1	All
Environmental Health and Safety Director	1	All
Fire and Safety Coordinator	1	B,C,D,E,F,O,P,Q,R
Vice President for Communications	1	A,B,I
Director, Health Services	1	C, D, H, N,O, Q
Asst. VPBA, Procurement	1	J, M
Asst. VPBA, Facilities Management	2	C,E, G, J, K, L
Asst. VPBA, Human Resources Mgmt.	1	C, M, O, T
UT System Office of General Counsel	1	All
UT System Office of Risk Management	1	All
American Red Cross-Dallas Area Chapter	1	C, E,J, O, T
City of Richardson	1	All
GDEM Regional Liaison Officer	1	All
Richardson Fire Department	1	C,E,F,H,Q,R

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Plan*
7. 79th Texas Legislature, *House Bill 3111*

<p>ATTACHMENT 3 ORGANIZATION FOR EMERGENCY MANAGEMENT</p>

**See the sample organization charts
in the Planning Notes for
The Basic Plan**

ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Human Services	Utilities	Resource Management	Direction & Control	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response
University President	S		S		S		S		S					P	S					S	S
Executive VP & Provost					S							S		S							
Vice President for Business Affairs	S	S	S	S	S	S	S	S	S			S	S	S	S	S	S				S
Emergency Management Coordinator	S	C	C	C	S	C	C	C	C	C	S	C	S	C	S	C	C	C	S	C	C
Police Chief	P	P	S	S	P	S	P		S	S			S	S		S	S	P	S		P
EH & S/Fire Suppression	S	S	S	P	S	S		S		S			S	S	S	P	S				S
Facilities Mgmt Director	S	S	S	S	S	S	S			S		P	S	S	S	S	S		S		S
Student Health Center			S	S				P					S			S	S	S			S
Human Resources Director													S						S		
Procurement Director			S							S			P		S			S	S		
UT System Office of General Counsel					S								S		S					P	S
Community Services Agency personnel (external)			P	S	S								S	S					P		S
City of Richardson	P		P		S	P				P		C		S		P	P	P	P		S
VP for Communications		S							P												
Student Counseling Director								S			S										
State of Texas DEM Personnel											P										
Telecommunications Service Manager	C							S			S										

P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C—INDICATES COORDINATION RESPONSIBILITY

<p align="center">ATTACHMENT 5 ANNEX ASSIGNMENTS</p>
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ANNEX	ASSIGNED TO:
Annex A: Warning	Police Chief COR-external
Annex B: Communications	Police Chief
Annex C: Shelter & Mass Care	VP Student Affairs/VP Business Affairs
Annex D: Radiological Protection	EHS Director
Annex E: Evacuation	Police Chief/OEM EM Coordinator
Annex F: Firefighting	COR Fire Department
Annex G: Law Enforcement	Police Chief
Annex H: Health and Medical Services	Director, Health Services
Annex I: Public Information	VP for Communications
Annex J: Recovery	OEM Emergency Management Coordinator
Annex K: Public Works & Engineering	Asst. V.P.B.A., Facilities Management
Annex M: Resource Management	OEM Emergency Management Coordinator
Annex N: Direction & Control	University President/VP for Business Affairs
Annex O: Human Services	State of Texas
Annex P: Hazard Mitigation	OEM EMC/Police Chief/ EHS Director
Annex Q: Hazardous Materials & Oil Spill Response	EHS Director – COR external
Annex R: Search & Rescue	COR Fire Department
Annex U: Legal	UT System Legal Counsel
Annex V: Terrorist Incident Response	Police Chief

<p style="text-align: center;">ATTACHMENT 6 SUMMARY OF AGREEMENTS & CONTRACTS</p>

INSERT TABLE OF APPROVED VENDORS HERE

Agreements

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

Contracts

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

Description:

Summary of Provisions:

Officials Authorized to Implement:

Costs:

Copies Held By:

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
 - b. Multi-agency Coordination Systems. Multi-agency coordination systems may be required for incidents that require higher level resource management or information management. The components of Multi-agency coordination systems include facilities, equipment, VEOC/EOCs, specific coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.