



# St. Mary's University

## Emergency Management Plan

St. Mary's University is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, the University Police Department has developed the Emergency Management Plan. With this Plan, the University strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence.

We can best prepare to meet the enormous challenges emergencies present by working together. Thus, St. Mary's University expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery. As such, the Emergency Management Plan includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. The Plan also requires departments to designate emergency coordinators who will have the authority to make modifications in emergency procedures and commit resources to emergency preparedness as necessary.

The Emergency Management Plan is designed to help University employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by university employees, thereby minimizing danger to our campus.

Every member of the St. Mary's University community should understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff, and visitors should an emergency arise.

This supersedes and rescinds all previous versions of this document.

**Approved by:**

_____ President	_____ Date
_____ Provost and Vice President for Academic Affairs	_____ Date
_____ Vice President for Administration and Finance	_____ Date
_____ Executive Director/Chief of Police	_____ Date

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### Plan Review

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

- A change in site or facility configuration that materially alters the information contained in the plan or materially affects implementation.
- A material change in response resources.
- An incident that requires a review.
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made.
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation.
- Other changes deemed significant, updates, and revisions are the responsibility of the Vice President of Administration and Finance who will ensure that any plan changes are distributed accordingly.

### Record of Changes

<b>Change</b>	<b>Date of change</b>	<b>Change entered by</b>	<b>Date entered</b>

## Authority

### Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- Presidential Policy Directive (PPD)-8
- National Incident Management System
- National Response Plan
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Plan
- National Oil and Hazardous Substance Pollution Contingency Plan
- Student Right-To-Know and Campus Security Act (Pub. L. No. 101-542)

### State of Texas

- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421, (Homeland Security)
- Government Code, Chapter 433, (State of Emergency)
- Government Code, Chapter 791, (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Government Relating to Emergency Management
- Executive Order of the Government Relating to the National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategic Plan, Parts I and 11, December 15, 2003
- The Texas Homeland Security Strategic Plan, Part III, February 2004
- State of Texas Emergency Management Plan
- State of Texas- Governor's Executive Order (RP-40) Relating to Emergency Management and Homeland Security
- State of Texas- Governor's Executive Order (RP-32) Relating to the National Incident Management
- State of Texas- Governor's Executive Order (RP-57) Relating to implementing recommendations from the Governor's Task Force on Evacuation, Transportation, and Logistics
- Education Code, Chapter 51, Section 218
- Education Code, Chapter 51, Section 217 - Multi-hazard Emergency Operations Plan, Safety and Security Audit.

### Local Government (Bexar County & City of San Antonio)

- Inter-local agreements & contracts
- Inter-agency participation and training

### St. Mary's University (the University) Policy

## Acronyms

ARC	American Red Cross
COSA	City of San Antonio
CFR	Code of Federal Regulations
EDIT	Executive Director for Information Technology
EHS	Environmental Health and Safety
ELT	Emergency Leadership Team
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPI	Emergency Public information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Administration
FRERP	Federal Radiological Emergency Response Plan
HAZMAT	Hazardous Material
IC	Incident Commander
IC/QI	Incident Commander/ Qualified Individual
IAP	Incident Action Plan
IC	Incident Command Post
ICS	Incident Command System
ICT	Incident Command Team
LEPC	Local Emergency Planning Committee
NIMS	National Incident Management System
NWS	National Weather Service
OSHA	Occupational Health and Safety Administration
OEM	Office of Emergency Management
PIO	Public Information Officer
QI	Qualified Individual
SAPD	City of San Antonio Police Department
SAFD	City of San Antonio Fire Department
SERC	State Emergency Response Center
SHC	Student Health Center
SOPs	Standard Operating Procedures
SOSC	State On-scene Coordinator
TAT	Threat Assessment Team
UPD	St. Mary's University Police Department
VPAF	Vice President for Administration and Finance

## Explanation of Terms

**Emergency Public Information (EPI):** Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster. The university may use additional methods of communication such as the text alert system, emails, broadcast voicemails, social media or other determined system.

**Emergency Situation:** Term used to describe a range of situations, from a minor emergency to a major disaster.

- Level 1: Minor emergency situation that is limited in scope.
- Level 2: Major emergency situation, larger in scope and more severe in actual or potential effects than Level 1.
- Level 3: Disaster involving occurrence or threat of significant casualties and/or widespread property damage.

**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.

**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.

**Incident Command System (ICS):** Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

**Inter-local Agreements:** Arrangements between St. Mary's University and 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. This is also commonly referred to as a mutual aid agreement or memorandum of understanding.

**Multi-agency Coordination Systems:** Defines the operating characteristics, management components, and organizational structure of supporting entities.

**Public Information System:** Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergencies.

**Standard Operating Procedures (SOP):** Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department level.

**University Emergency Command and Operations System:** Certain incidents may require activation the St. Mary's University President's Emergency Leadership Team. This group of university officials will meet at a designated location and exercise command and control of the university during an incident. Several emergency operation centers (EOCs) may be established during an emergency. These EOCs are special facilities that will allow university officials to direct and coordinate necessary resources and personnel. EOCs include the Police Department (UPD).



# St. Mary's University Campus Map



## Concept of Operations

The St. Mary's University Emergency Management Plan is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This Plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the University. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery operations.

The Emergency Management Plan is an "all-hazards" document with concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster. It is not designed to address unique conditions that result from a particular hazard or event. The plan does provide a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard-specific appendices.

This plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worst-case scenario and provides for the critical functions and roles of the University during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

The planning in this manual is based on the Incident Command System (ICS), a management structure adopted throughout the United States of America and international communities. It also stems from State of Texas Emergency Planning Guidance, the National Incident Management System (NIMS), and various, U.S. Department of Homeland Security Presidential Decision Directives. Accordingly, this manual's approach to emergency management is rooted in a five-phase structure where the phases of mitigation, preparedness, protection, response, and recovery each contain a critical university procedure for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs. While the Emergency Management Plan can be used as a reference for integrating internal plans into the University's strategic operational plans, it does not replace departments' responsibilities to develop and test their own emergency plans. With this in mind, departments can use this manual as a model to help determine the relationships, responsibilities, and general guidelines to establish in their detailed reference materials; creating emergency-related checklists, departmental plans, standard operating procedures, general orders, and field procedures.

## Plan Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the potential worst-case conditions.

For the University, severe weather hazards pose the most probable threat of emergency conditions. Using the severe weather model, the following planning assumptions were incorporated into this plan:

- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
- Regional and local services may not be available.
- Major roads, overpasses, bridges, and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Damage may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.

- Contact with families and households of the University community may be interrupted.
- People may become stranded at the University and conditions may be unsafe to travel off campus.
- Emergency conditions that affect campus will likely affect the surrounding community, including the City of San Antonio and Bexar County.
- The University will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the campus Emergency Operations Center while emergency conditions exist.
- Communication and exchange of information will be one of the highest priority operations for the President's Emergency Leadership Team and the Emergency Operations Center.

## Plan Objectives

### 1. Organization

- Provide guidelines for the most critical functions during an emergency response in an easy-to-follow format in which users can quickly determine their roles, responsibilities, and primary tasks.
- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all entities have access to the emergency response process and know what is occurring at the University.

### 2. Communications and Information Management

- Guide communications for both receipt and transmission of urgent information and messages to the community.
- Provide 24-hour, comprehensive communication services for voice, data and operational systems.
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- Provide a basis for training staff and organizations in emergency response management.

### 3. Decision Making

- Determine level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process.

### 4. Response Operations

- Utilize University resources to implement a comprehensive and efficient emergency management response.

### 5. Recovery Operations

- Transition emergency response operations to normal management processes as able.
- Support business continuity and resumption plans, processes, as needed, during restoration phases.
- Provide documentation and information support to the University insurance providers and other governmental bodies as needed.

## Activities by Phase of Emergency Management

This plan addresses emergency preparedness activities that take place during all five phases of emergency management. These emergency management phases include the following:

1. **Mitigation:** St. Mary's University will conduct mitigation activities as an integral part of the 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 with the intent of avoiding repetition of the situation.
2. **Preparedness:** Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Schools, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:
  - Providing emergency equipment and facilities.
  - Emergency planning, including maintaining this plan, its Annexes, and appropriate Standard Operating Procedures.
  - Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.
  - Conducting periodic drills and exercises to test emergency plans and training.
3. **Protection:** St. Mary's University will, to the best of its abilities and capabilities, work to secure the University against acts of terrorism and fabricated or natural disasters. Protection focuses on continuing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard.
4. **Response:** St. Mary's University will respond to emergencies effectively and efficiently. The focus of most of this plan and its Annexes is planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.
5. **Recovery:** If a disaster occurs, St. Mary's University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community and provide for the basic needs of the campus community. Long-term recovery focuses on restoring the university 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 government and other public/private institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities. The recovery program is outlined in the Recovery Annexes.

## Levels of Response

The University classifies responses using a three-level system, according to increasing severity. The severity of an incident will be identified by the Incident Commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and university property, as well as the ability of the university to handle the incident.

**Level 1:** Level 1 incidents/events are the least severe of the three levels of emergencies. Normal University response services will be able to deal without activation of an Emergency Operations Center. The incident may result in minor injury to members of the campus community, minor damage to University facilities, and impact to a single localized area of the campus.

**Level 2:** Level 2 incidents/events require activation of one or more Emergency Operations Centers, with the possibility of activating the Presidents Emergency Leadership Team. Coordination between several campus departments will be required for an effective response to the incident. The incident may result in major damage to University facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the university campus.

**Level 3:** Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of the Emergency Operations Centers, and a response by Presidents Emergency Leadership Team. A Level 3 incident may result in major damage to several University facilities, mass casualties, and severe injury to members of the campus community. The Incident will not be localized to a single area and will affect the entire University campus. The University may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.

## State of Readiness Conditions

Many emergencies involve a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Levels of readiness conditions will be recommended to the University President for her/his decision by the Vice President for Administration and Finance, or designee, and/or the Chief of St. Mary's University Police Department, or designee.

## Plan Activation

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments and general procedures to follow during emergency conditions. The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

1. Save and protect lives.
2. Coordinate communications.
3. Prevent damage to the environment, systems, and property.
4. Provide essential services.
5. Temporarily assign university staff to perform "Other Duties" to assist with the emergency.
6. Invoke emergency authorization to procure and allocate resources.
7. Activate and staff the President's Emergency Leadership Team (Charles Francis Conference Room) and other Emergency Operations Centers (St. Mary's University Police Department).



## Types of Events

The following are potential, although not all-inclusive, emergencies the University addresses in emergency management planning.

### **Evacuation**

- Limited Evacuation
- Full Evacuation
- Shelter-In-Place
- Planned Event

### **Facilities/Information Technology Systems**

- Limited IT Failure
- IT Attack (Hacking)
- Campus-wide IT Failure
- Telecommunications Failure
- Limited Utility Outage
- Campus-wide Utility Outage
- Structural Failure
- University Closure

### **Fire Emergencies**

- Minor Fire(s)
- Major Fire(s)
- Explosion(s)

### **Hazardous Material Release**

- Asbestos
- Chemical/Radiation Spill
- Biological Exposure
- Toxic Cloud

### **Interpersonal Emergencies**

- Missing Student/Employee
- Study Abroad Incident
- Stalking
- Relationship Violence
- Sexual Assault

### **Medical Emergencies**

- Food Poisoning
- Injury
- Communicable Disease Exposure or Pandemic
- Death or Homicide
- Mass Casualties

### **Terrorism**

- Local
- Regional
- National

### **Transportation**

- Auto Accidents
- Vehicle (any) collision with building
- Mass Transit accident
- Plane Crash

### **Violent Crime**

- Vandalism
- Bomb Threat
- Weapons
- Campus Violence
- Hostage Situation
- Active Shooter/Mass Casualty

### **Weather/Natural Emergencies**

- Severe Rain/Flooding
- Tornado/Hurricane
- Ice/Snow Storm
- Earthquake

## Situations, Assumptions, and Chart Summary of Major Hazards

The University is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying University, public, and/or private property. The following table provides a summary of hazards, detailing their probability of occurrence and estimated levels of impact.

	Probability of Occurrence			Estimated Impact of Public Health and Safety			Estimated Impact of Property and Environment		
	Low	Moderate	High	Low	Moderate	High	Low	Moderate	High
<b>Evacuation</b>									
Limited Evacuation	X			X			X		
Full Evacuation	X				X			X	
Shelter-in-Place	X				X			X	
Planned Event	X			X			X		
<b>Facilities/Information Technology Systems</b>									
Limited IT Failure		X			X			X	
IT Attack (Hacking)		X			X			X	
Campus-wide IT Failure		X			X				X
Telecom Failure	X				X			X	
Limited Utility Outage		X			X		X		
Campus-wide Utility Outage		X			X			X	
Structural Failure	X					X			X
University Closure	X				X		X		
<b>Fire Emergencies</b>									
Minor Fire	X			X			X		
Major Fire	X					X			X
Explosion	X					X			X
<b>Hazardous Materials Release</b>									
Asbestos	X			X			X		
Chemical/ Radiation Spill		X				X		X	
Biological Exposure	X			X				X	
Toxic Cloud	X					X			X
<b>Interpersonal Emergencies</b>									
Missing Student/ Employee	X				X		X		
Study Abroad Incident		X		X			X		
Stalking		X		X			X		

Relationship Violence		X		X			X		
Sexual Assault	X				X		X		
Medical Emergencies									
Food Poisoning	X				X		X		
Injury		X		X			X		
Communicable Disease or Pandemic	X				X			X	
Death or Homicide		X		X			X		
Mass Causalities	X						X		X
Terrorism									
Local	X				X			X	
State		X			X		X		
National		X			X		X		
Transportation									
Automobile Accident	X			X			X		
Vehicle (any) collision with Building		X			X			X	
Mass Transit	X			X			X		
Plane Crash	X				X				X
Violent Crime									
Vandalism		X		X				X	
Bomb Threat	X			X			X		
Weapons	X			X			X		
Campus Violence	X				X			X	
Hostage Situation	X				X		X		
Active Shooter/ Mass Casualty	X						X	X	
Weather									
Severe Rain/ Flooding		X			X			X	
Tornado/ Hurricane	X						X		X
Ice/Snow Storm	X				X			X	
Earthquake	X						X		X

## Command and Control

1. The University President, Vice President for Administration and Finance or designee, and the Chief of Police are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During emergencies or disasters, these responsibilities may be carried out by any or all of the



President's Emergency Leadership Team, the University Police and members of the Facilities Department.

2. The Incident Commander, in conjunction with the President's Emergency Leadership Team and Emergency Operations Centers, will provide overall direction of the response activities of all departments. During major emergencies or disasters, these responsibilities could be carried out by the University Police Department and / or the most qualified person assigned.
3. The President's Emergency Leadership Team will meet and develop policy directions for the emergency response and recovery. Emergency Operations Center will be managed by the Police Lieutenant or designee.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an event site.
5. During emergency operations, department heads will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander or designee. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but inter-department procedures (i.e., common communications protocol) may be adopted to facilitate coordinated efforts.
6. If the University's resources are insufficient, or inappropriate, to deal with an emergency situation, the Executive Director/Chief of Police or designee will consult with University Administration regarding the incident and the possible need for a declaration of a campus state of emergency. However, if unable to contact the University Administration or the immediacy of the emergency incident/event prevents the Executive Director/Chief of Police, or designee, from consulting with the University Administration, the Executive Director/Chief of Police, or designee, is empowered by this document to make an immediate declaration of a state of emergency, if warranted.
7. A state of campus emergency shall last for no more than 24 hours prior to obtaining documented University Administration approval for continuing the campus state of emergency. External agencies are expected to conform to the general guidance and direction provided by authorities within that jurisdiction.

## Support Teams

The **President's Emergency Leadership Team** includes the following and/or Designee:

- President
- Chief of Staff and Executive Director-Communications
- Provost and Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Information Technology and Library Services
- Executive Director/Chief of Police
- Executive Director of Facilities

As needed:

- University Spokesperson
- Vice President for Enrollment Management
- Vice President for Mission and Rector
- Vice President for University Advancement
- Vice Provost of Student Development/Dean of Students

- Director-Residence Life
- Director-Student Psychological Services
- Director-Student Health Center
- Disability Service Coordinator
- Director-Campus Dining

**External Emergency Support Teams** include, but are not limited to:

- American Red Cross
- Bexar County and County Departments
- City of San Antonio and City Departments
- Edwards Aquifer Authority
- Federal Bureau of Investigation
- Federal Emergency Management Agency
- Salvation Army
- U.S. Department of Defense
- U.S. Department of Homeland Security
- VIA Metropolitan Transit

## Organization, Assignment of Responsibilities, and Functions

Responses to emergencies or incidents require an action plan. Action plans are the foundation of the Incident Command System. Documentation should be done on appropriate FEMA forms.

### 1. General Organization

During emergencies, normal organizational arrangements for campus departments are modified to facilitate emergency operations. The University's emergency organization system includes the President's Emergency Leadership Team, the Vice President for Administration and Finance (or Designee), and Emergency Units.

- **Vice President for Administration and Finance (or Designee):** provides guidance and direction for emergency management programs and for emergency response and recovery operations.
- **Emergency Services:** includes the Incident Commander (IC) and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.
- **Emergency Support Services:** includes departments and agencies that support and sustain emergency responders and coordinate emergency assistance provided by organized volunteer organizations, businesses, and other sources.
- **Volunteer and Other Services:** includes organized volunteer groups and campus groups who have agreed to provide certain support for emergency operations.

### 2. Assignment of Responsibilities

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, University officials, department heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Primary responsibility for an emergency function will be assigned to an individual from the department or agency that has responsibility for that function or possesses the most appropriate knowledge and skills. Other University officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.

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. In addition to the general responsibilities listed in this section, specific responsibilities can be found in the Annex to this plan.

3. **University President (or Designee) will:**
  - Declare a local University disaster, and/or a "state of emergency".
  - Direct activation of the President's Emergency Leadership Team.
4. **President's Emergency Leadership Team will:**
  - Establish objectives and priorities for the University emergency management program and provide general policy guidance.
  - Monitor the emergency response during disaster situations and provide direction when appropriate
  - Keep the public informed during emergency situations, with the assistance of the University Police Department, via the University spokesperson.
  - Have primary responsibility for the Incident Command System "command and control" function, and prepare/maintain the Direction and Control Annex of this plan and supporting Standard Operating Procedures.
  - Perform and/or coordinate the following emergency tasks:
    - Activate the University Emergency Command Center.
    - Implement emergency management policies and decisions of the Board of Trustees and President
    - Organize the emergency management program for St. Mary's University and identify personnel, equipment, and facility needs.
    - Assign emergency management program tasks to departments.
    - Ensure departments and schools participate in emergency planning, training, and exercise activities.
    - Coordinate organized campus volunteer groups and University groups in emergency operations.
5. **University Chief of Police will:**
  - Serve as the staff advisor to the President, Vice President for Administration and Finance and the President's Emergency Leadership Team on emergency management matters.
  - Take direction from the President and Vice President for Administration and Finance (or Designee).
  - Keep the President and Vice President for Administration and Finance informed of the University's preparedness status and emergency management needs.
  - Coordinate local planning, preparedness activities, and the maintenance of this plan.
  - Collaborate with the Executive Director of Facilities to prepare and maintain an inventory of resources, in compliance with National Incident Management System (NIMS) typing of equipment.
  - Arrange appropriate training for University emergency management personnel and emergency responders.
  - Coordinate periodic emergency exercises to test emergency plans and training.
  - Manage the local Emergency Operations Center, develop procedures for its operation, and conduct training for staff.
  - Activate the University Emergency Operations Center when required.
  - Perform as day-to-day liaison with other local emergency management personnel.

- Coordinate with organized volunteer groups and businesses regarding emergency operations.
  - Assign representatives, by title (functionality), to report to the Presidents Emergency Leadership Team /Emergency Operations Center and develop procedures for crisis training.
  - Develop and identify the duties of the staff.
  - Coordinate the activation of President's Emergency Leadership Team.
  - Prepare and maintain the Law Enforcement Annex.
- 6. All Emergency Service and Support Service Organizations will:**
- Provide personnel, equipment, and supplies to support emergency operations upon request
  - Develop and maintain Standard Operating Procedures for emergency tasks.
  - Provide trained personnel to staff the Incident Command Post and Emergency Operations Center, and conduct emergency operations.
- 7. Incident Commander will:**
- Establish a command post to resolve the emergency situation.
  - Determine and implement required protective actions for response personnel and the public at an incident site, operating and managing emergency response resources and operations at the incident under the principle of unified command.
- 8. Campus Alert Functions**
- Primary responsibility for Campus Alert functions is assigned to the University Police Department Communications Section as supervised by the Chief of Police or designee. The police department will prepare and maintain the Emergency Public Information Annex. Emergency tasks to be performed include:
- Receive information on emergency situations.
  - Alert key University officials of emergencies.
  - Disseminate pre-drafted / approved warning information and instructions to the University through available warning systems.
  - Disseminate warning and instructions to special facilities.
  - Prepare and maintain the Warning Annex.
- 9. Communications Functions**
- Primary responsibility for these functions is assigned to the Chief of Staff/Executive Director of Communications, or designee, who will prepare and maintain the Communications Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:
- Identify the external communications systems available within the local area and determine the connectivity of these systems.
  - Develop plans and procedures for coordinated use of the various communications systems available outside and within the university. For example, the emergency text alerts system, email, webpage, social media etc.
  - Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- 10. Law Enforcement Functions**
- Primary responsibility for these functions is assigned to the St. Mary's University Chief of Police, or designee, in coordination with other enforcement agencies, who will prepare and maintain the Law Enforcement Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:
- Maintaining law and order.

- Controlling traffic.
- Coordinating terrorist incident response.
- Providing security for vital facilities, evacuated areas, and shelters.
- Accessing control for damaged or contaminated areas.
- Providing warning support.
- Performing post-incident reconnaissance and damage assessment.
- Preparing and maintaining law enforcement resource inventory.

#### **11. Biological Protection Functions**

Primary responsibility for these functions is assigned to the Associate Director of Facilities/Environmental Health & Safety and the Dean of Science, Engineering, and Technology (SET), or designees, and is implemented by the institutional bio-safety officer who will prepare and maintain the Hazmat, Oil Spill Response & Biological Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Maintain inventory of emergency response equipment.
- Ensure personnel have current training in response, containment and decontamination procedures.
- Respond to biological incidents and make notifications concerning incidents to appropriate university, city, county, state and federal authorities.
- Utilize current applicable Laboratory Safety procedure documents to conduct biological risk assessments and assist researchers in developing emergency plans.
- Determine when affected areas may be released for safe re-entry and occupancy.
- Complete and submit necessary incident reports; conduct follow-up on recommendations.

#### **12. Radiological Protections**

Primary responsibility for these functions is assigned to the Dean of SET, or designees, and implemented by the radiation safety officer who will prepare and maintain the Radiological Protection Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Maintain inventory of radiological equipment and emergency supplies.
- Ensure response personnel have current training in radiological monitoring, containment, and decontamination.
- Respond to radiological incidents and terrorist incidents involving radiological materials.
- Determine areas at risk and areas for which protective actions may be implemented.
- Make notification concerning radiological incidents to state and federal authorities.
- Determine when affected areas may be released for safe reentry and occupancy.
- Complete and submit necessary incident reports.
- Establish ICS to manage the response to hazmat incidents, in accordance with applicable local federal regulations and guidelines.
- Establish the incident response functional areas, e.g., hot zone, cold zone, etc.
- Determine and implement requirements for personal protective equipment for emergency responders.
- Initiate appropriate actions to control and eliminate hazards in accordance with established hazmat response guidelines.
- Determine areas at risk and areas for which protective actions may be implemented.
- Determine when affected areas may be released for safe reentry and occupancy.
- Complete and submit necessary incident reports.

#### **13. Building Evacuation/Shelter Functions**

Primary responsibility for these functions is assigned to each Vice President and Dean, with University Police Department assistance, who will maintain the Building Emergency Evacuation/Shelter Annex of this plan and supporting Standard Operating Procedures.

Emergency tasks and planning activities to be performed include:

- Collaborating with the University Police Department to develop an evacuation plan for her/his building.
- Assigning personnel to perform various evacuation functions.
- Maintaining a written copy of the evacuation plan.
- Training building occupants in the evacuation plan.
- Conducting periodic evacuation drills.
- Revising the evacuation plan as necessary.
- Assigning and training Safety Coordinators.

**Faculty Responsibilities:** faculty members are responsible for notifying their floor/department coordinator of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance report to their designated area of refuge. Faculty members should not leave a student at an area of refuge until the designated escort has arrived and assumed responsibility for the student. It is the responsibility of all university faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

**Staff Responsibilities:** upon activation of the building alarm, designated staff members are responsible for ensuring that occupants with special evacuation needs are aware of the alarm condition and respond to their designated staging area. The Safety Coordinators and volunteers are responsible for assigning personnel to perform this function.

#### 14. Evacuation and Relocation Functions

Primary responsibility for these functions is assigned to St. Mary's University Police Department, Facilities Department, Dean of Students Office, Residence Life and Marianist personnel, in coordination with the local officials, who will prepare and maintain the Evacuation Annex of this plan and supporting Standard Operating Procedures.

To ensure safe evacuation during a high-level emergency or disaster, the University Police Department in conjunctions with University partners will:

- Set up a temporary shelter or facility, such as the AA&CC. Coordination of assistance, equipment, and supplies will be determined at the relocation site as needed.
- Request immediate medical assistance for injured persons. Medical triage procedures reviewed and listed in the mass casualty plan should be followed.
- Provide proper notification to the City of San Antonio and Bexar County when mass injuries have occurred on campus in order to activate the San Antonio/ Bexar County Emergency Management Plan.

The Primary responsibility for the protection of property, assessment of damage, and restoration of normal operations shall be given to the appropriate University department, school or office. These University resources include, but are not limited to:

- **Facilities:** Coordinates all services for the restoration of electrical, plumbing, heating, and other support systems as well as structural integrity. Assesses damage and makes a prognosis for occupancy of the structure affected by the disaster. Manages periods of minimal building occupancy.

- **Information Technology:** Coordinates support for data processing resources at the main data center and the designate recovery sites; provides alternate voice and data communications capability in the event normal telecommunication lines and equipment are disrupted by the disaster. Evaluates the requirements and selects appropriate means of backing up the telecommunications network.
- **University Police Department:** Provides safety and security for people and facilities, as well as emergency support to affected areas, and notification mechanisms for problems that are or could be disasters. Extends a security perimeter around the functional area affected by the disaster.

**15. Evacuation/Refuge Plan for Persons with Disabilities**

It is recommended that each Department establish a "buddy" system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered.

**16. Firefighting Functions**

The University resides within the city limits of San Antonio, and DOES NOT have its own fire department. Therefore, the University relies on the San Antonio Fire Department to respond to fire emergencies.

**17. Health and Medical Services Functions**

Primary responsibility for health and medical services functions is assigned to the Director of Student Health Center, or designee, who will prepare and maintain the Health and Medical Services Annex of this plan and supporting Standard Operating Procedures.

**18. Search and Rescue Functions**

The primary responsibility for these functions is assigned to the Chief of the University Police Department, or designee, in coordination with City of San Antonio, who will prepare and maintain the Search and Rescue Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Coordinating and conducting search and rescue activities.
- Identifying requirements for specialized resources to support rescue operations.
- Coordinating external technical assistance and equipment support for search and rescue operations.

**19. Terrorist Incident Response Functions**

Primary responsibility for these functions is assigned to the Chief of St. Mary's University Police Department, or designee, in coordination with local, state and federal law enforcement, who will prepare and maintain the Terrorist Incident Response Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Coordinating and carrying out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- Carrying out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- Ensuring required notification of terrorist incidents is made to local, state and federal authorities.

**20. Recovery Functions**

Primary responsibility for these functions is assigned to the Executive Director for Facilities, or designee, who will prepare and maintain the Standard Operating Procedures and supporting policies.



Emergency tasks to be performed include:

- Establishing and training a damage assessment team using university personnel, and coordinating the efforts of that team with state, federal and, insurance damage assessment personnel who may be dispatched to assist in this area.
- Assessing and compiling information on damage to university property and needs of emergency and disaster victims, and formulate and carry out programs to fill those needs.
- Compiling information for use by University officials in requesting state or federal disaster assistance, if damages are beyond the University's capability.
- Coordinating with state and federal agencies to carry out authorized recovery programs, if it is determined that the University is eligible for state or federal disaster assistance.

#### **21. Public Works and Engineering Functions**

Primary responsibility for these functions is assigned to the Executive Director for Facilities, or designee, who will prepare and maintain the Facility Management and Engineering Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Protecting University facilities and vital equipment where possible.
- Assessing damage to streets, traffic control devices, and other campus facilities.
- Directing temporary repair of vital facilities.
- Restoring damaged University roads and structures.
- Restoring any University waste treatment and disposal systems.
- Arranging for debris removal.
- Providing general damage assessment support.
- Providing building inspection support.
- Providing specialized equipment to support emergency operations.
- Supporting traffic control and search and rescue operations.

#### **22. Damage Assessment**

Primary responsibility for these functions is assigned to the Executive Director for Facilities, or designee(s), who will prepare and maintain the Utilities Annex of this plan and supporting Standard Operating Procedures.

Emergency tasks to be performed include:

- Prioritizing restoration of utility service to vital facilities and other facilities.
- Arranging for the provision of emergency power sources where required.
- Assessing damage and estimating needs in order to repair and restore University utilities.

#### **23. Financial Management Functions**

Primary responsibility for these functions is assigned to the Vice President for Administration and Finance, or designee, who will prepare and maintain the Resource Management Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Maintaining an inventory of emergency financial resources.
- Locating supplies, equipment, and personnel to meet specific needs during emergency operations.
- Maintaining a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establishing emergency purchasing procedures and coordinating emergency procurements.



- Establishing emergency procedures for payment of university payroll.
- Establishing and maintaining a personnel reserve and coordinating assignment of reserve personnel to departments and schools that require augmentation.
- Coordinating transportation, sorting, temporary storage, and distribution of resources during emergencies.
- Establishing staging areas in conjuncture with the Incident Commander for resources if required
- Identifying to the Donations Management Coordinator those goods, services, and personnel that are needed during emergency operations.
- Create a single account for the incident where the maintaining of records of emergency-related expenditures for purchases and personnel can be kept in an organized manner.

**24. Director of Residence Life**

Primary responsibility for these functions is assigned to the Director of Residence Life, or designee, who will collaborate with the Director of Facilities as appropriate, who will collaborate with the university food service vendor and a representative of Marianist Community to prepare and maintain the Shelter & Mass Care Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Identifying emergency feeding sites and securing emergency food supplies.
- Identifying sources of clothing for disaster victims.
- Creating a plan that includes addressing the likelihood of community members (non-University) who might attempt to locate assistance from the university during an emergency. For example, family members of students, faculty, staff, Marianists and University neighbors.
- Identifying and making sure that any food service vendors are contractually required to maintain and have at the university emergency food provisions.
- Coordinating the operation of shelter facilities, whether the University, operated by local government, local volunteer groups, or organized disaster relief agencies, such as the American Red Cross (ARC)
- Coordinating special care requirements for disaster victims, such as the elderly, special needs individuals, and others to include the Marianist Community.

**25. Vice Provost of Student Development/Dean of Students Functions**

Primary responsibility for these functions is assigned to the Vice Provost of Student Development/Dean of Students, or designee, in cooperation with University Ministry, Marianist Pastoral Care, and the Director of Human Resources (or designee), who will prepare and maintain the Mental Health Annex of this plan and supporting Standard Operating Procedures.

Emergency tasks to be performed include:

- Coordinating the provision of disaster mental health services to disaster victims, and/or others suffering trauma due to the emergency incident/disaster.
- Coordinating mental health care and support during emergencies. (The Director of Human Resources will coordinate the Mental Health aspect of faculty and staff member needs.)
- Providing public mental health information and education.

**26. Hazard Mitigation Functions**

The primary responsibility for these functions is assigned to the Executive Director for Facilities, University Chief of Police, or designee(s), who will prepare and maintain the Hazard Mitigation

Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Maintaining the local hazard analysis.
- Identifying beneficial pre-disaster hazard mitigation projects and seeking approval from University Administration to implement such projects.
- Determining appropriate actions to mitigate the situation and coordinate implementation of those actions in the aftermath of an emergency.
- Coordinating and carrying out a post-disaster hazard mitigation program.

#### **27. Donations Management Functions**

The primary responsibility for this function is assigned to the Vice President of Advancement, or designee, who will prepare and maintain the Donations Management Annex of this plan and supporting Standard Operating Procedures. Emergency tasks to be performed include:

- Soliciting donations to meet known needs.
- Establishing and implementing procedures to receive, accept, or turn down offers of donated goods and services, and providing instructions to donors of needed goods, services or money.
- Establishing a facility to receive, sort, and distribute donated goods, in coordination with other appropriate University staff.

*NOTE: During an emergency this will be done in conjunction with the Incident Commander.*

#### **28. Legal Functions**

The primary responsibility for these functions is overseen by the Vice President for Administration and Finance who will prepare and maintain the Legal Annex of this plan and supporting Standard Operating Procedures.

Emergency tasks to be performed by legal counsel include:

- Advising University officials on emergency powers of the University and in applicable the local governments and procedures for invoking those measures.
- Reviewing and advising the University officials on possible legal issues arising from disaster operations.
- Preparing and/or recommending policy to implement the emergency powers that may be required during an emergency.
- Advising university officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

#### **29. Volunteer and Other Services Functions**

Primary responsibility for these functions is assigned to the Chief of Police or designee, in collaboration with the Director of Human Resources or designee, who will prepare and maintain the Human Services Annex of this plan and supporting Standard Operating Procedures. The following are local volunteer organizations that can provide disaster relief services and traditionally have coordinated their efforts with the university:

- **American Red Cross:** 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.
- **The Salvation Army:** provides emergency assistance in the form of mass and mobile feeding, temporary shelter, counseling services, missing person services, medical assistance, and warehousing and distributing donated goods including food, clothing,

- and household items. Salvation Army also provides referrals to government and private organizations for special services.
- **Employee Assistance Program (EAP):** provides assistance to employees through contracted services.
- City of San Antonio - Office of Emergency Management.

*NOTE: Department and school deans not assigned specific functions in this plan will be prepared to make their resources available for emergency duty at the direction of the Chief of Police or Incident Commander.*

## Local, State, Federal, and Other Assistance

### Local Assistance

If University resources are inadequate to meet the needs of an emergency, the University will request assistance from the City of San Antonio. San Antonio will request, on the University's behalf (if needed), county, regional and ultimately state resources. All external assistance furnished to the University is intended to supplement, not substitute for, University resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. The University must request assistance from the City of San Antonio before requesting Bexar County, Regional and State assistance.

### State Assistance

Requests for assistance should be made to the San Antonio / Bexar County Emergency Operations Center. State emergency assistance begins at the city level through the City of San Antonio Emergency Management Coordinator. This official has the authority to request city and county resources within the district to respond to a request for assistance.

- A request for state assistance must be made by the City of San Antonio Emergency Management Coordinator, and may be made by telephone, fax, or e-mail to State Emergency Operations Center.
- The San Antonio/ Bexar County Emergency Operations Center Coordinator will forward requests for assistance that cannot be satisfied by local resources within the area to the state Emergency Operations Center for action.

### Federal Assistance

If resources required to control an emergency situation are not available within the city and county, the Governor of Texas may request assistance from other states pursuant to a number of interstate compacts. In this instance, the governor may also request assistance from the federal government through the Federal Emergency Management Agency (FEMA).

- For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concept of operations, and responsibilities of designated Federal Agencies for various response and recovery functions. The Federal Radiological Emergency Response Plan (FRERP) addresses the federal response to major incidents involving radioactive materials.
- FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal 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.

## Continuity of Operations and Business Continuity

The line of succession for St. Mary's University is:

1. President
2. Provost and Vice President for Academic Affairs
3. President for Administration and Finance

The line of succession for Academic Affairs:

1. Provost and Vice President for Academic Affairs
2. Associate Provost
3. Dean-Science, Engineering and Technology

The line of succession for the Vice President for Administration and Finance is:

1. Vice President for Administration and Finance
2. Executive Director of Facilities
3. Executive Director/Chief of Police

The line of succession for University Police Department:

1. Executive Director/Chief of Police
2. Associate Director/Lieutenant of Police
3. Police Sergeant(s)

The line of succession for Facilities Department:

1. Executive Director of Facilities
2. Director of Facilities
3. Associate Director of Facilities and Environmental Health & Safety

Lines of succession for Deans and other areas shall be established as needed by those areas, submitted in writing to the Vice President for Administration and Finance and University Police in a timely manner, and updated as changes occur. These will be included in the Business Continuity Plan.

## Annex

The Annexes contain the emergency response operational plans for departments, and provide specific information for function areas in which each department has the primary responsibility.

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

## Emergency Facilities

St. Mary's University maintains areas for the President's Emergency Leadership Team meetings and the emergency operations centers. During campus-wide emergencies, the Emergency Operations Center (EOC) serves as the command center for University response and recovery operations. A variety of communications tools are employed by the President's Emergency Leadership Team and EOCs to aid in the receipt and release of vital information.

The President's Emergency Leadership Team brings together decision makers to coordinate the flow of information and strategy development. A variety of organizations and government agencies may be represented during Presidents Emergency Leadership Team or Emergency Operations Center activation, depending on the type and severity of emergency. The university's emergency facilities involve the following aspects:

**1. St. Mary's University Emergency Command and Control System**

- a. President's Emergency Leadership Team (Charles Francis Conference Room)
- b. Emergency Operations Centers (University Police Department)

**2. Incident Command Post**

Upon the occurrence of an incident, an Incident Command Post will be established near the incident site(s). The Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

**3. President's Emergency Leadership Team Activation**

The following individuals are authorized to activate the President's Emergency Leadership Team:

- a. President of St. Mary's University or designee.
- b. Provost and Vice President for Academic Affairs or designee.
- c. President for Administration and Finance or designee.
- d. Executive Director/Chief of Police or designee.

**4. General Emergency Operations Center Responsibilities**

The general responsibilities of all EOCs are to:

- a. Assemble accurate information on the emergency and current resource data to allow University officials to make informed decisions on courses of action.
- b. Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services.
  - i. Life Safety
  - ii. Building/ Property Safety
  - iii. Environmental Safety
  - iv. Return to normal operations
- c. Provide resource support for emergency operations.
- d. Suspend or curtail university services, recommend the closure of schools and businesses and the cancellation of public events.
- e. Organize and activate large-scale evacuation and mass care operations.
- f. Provide emergency information to the public.

**5. Presidents Emergency Leadership Team/Emergency Operations Center Staffing**

Representatives of those departments' assigned emergency functions in this plan will staff the Presidents Emergency Leadership Team, and appropriate EOCs.

**6. Alternate Emergency Operations Center Facilities**

A mobile command and control vehicle will serve as the alternate EOC until the appropriate facility is operational.

## Communication

Rapid and timely communication of information to the University community during emergencies is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

The University utilizes several means of communication in managing varying levels of incidents. These means of communication will be tested for proper functionality each quarter in accordance with University Police Department policy. It is the responsibility of each School and/or Department involved in emergency management to be familiar with these means of communication. Individuals must also ensure that their personal contact information and the contact information of their subordinates are up to date and accurate in order for proper communication. Discrepancies in contact information will be reported through supervisory channels and addressed as soon as possible.

### 1. Emergency Preparedness Web Page

Up-to-date information regarding the status of the University is always available on the University's emergency preparedness web page. During and following emergency situations, information as it applies to the University public will be posted on this Web page as it becomes available, including information about such things as university closure, etc. This Web page also provides links to department-specific information and emergency operations procedures. In the event of an emergency or campus crises, it is the responsibility of each department to update the Emergency Operations Center, who will coordinate with the Director of Communications / Public Information Officer, to update the emergency preparedness web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

### 2. Emergency Notification System (ENS)

Information will be provided through the campus emergency notification system (ENS) as provided through campus e-mail and text.

- **Emergency Text Alerts:** Through partnership with a third party provider, emergency officials have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. This provides emergency officials with another option to communicate with faculty, staff and students during a crisis.
- **University Group E-mail:** Mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergencies and keep them updated on the situation. The university employs the following types of e-mails:
  - **Informational:** any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions); university employees and students may unsubscribe from receiving informational messages via the university group e-mail system
  - **Operational:** communication that requires some action on the recipient's part or a required notification by the university (i.e., a message about benefits eligible information)
  - **Official:** a non-urgent communication from an executive officer (i.e., a message from the university president)
  - **Urgent:** an urgent announcement from an executive officer regarding an imminent event, such as the school closing

### 3. University Police Radio System

The university radio system allows for digital and analog radio communications between public safety and public service personnel. This radio system also allows for effective communication between the university police and City of San Antonio or Bexar County agencies using the same type of system. A reserve of analog radio units is kept as a backup form of communication or for special assignment.

#### 4. Local Media

The Communications Office via the Chief of Staff sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the university depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

## Communication Matrix

The timely receipt of emergency communications is crucial for certain key personnel, offices, and departments. These key offices and personnel include: St. Mary's University Police Department, Vice President for Administration and Finance, or designee, Vice President & Provost, or designee, and Director of Information Technology, or designee, and when an incident involves a student, the Office of Student Development to aid in the initial dispatch of critical communications. A function has been developed that identifies critical communications-receiving individuals, offices, and departments.

Those positions, offices and departments that have self-identified as needing immediate notification must have an operational response plan for emergency incidents.

## Administration and Support

### 1. Agreements and Contracts

Should university resources prove to be inadequate during an emergency; requests will be made for assistance from St. Mary's University, local jurisdictions, and other agencies 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, and should follow these guidelines:

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

### 2. Activity Logs

The Incident Command Post, Presidents Emergency Leadership Team, and the Emergency Operations Center will maintain accurate logs recording key response activities, including:

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

*NOTE: It is recommended that each have a scribe or person dedicated to performing this task.*



### **3. Incident Costs**

All departments, schools and, agencies will 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 in preparing future budgets.

A copy of this is to be submitted to the Vice President for Administration and Finance, who will distribute these documents to the appropriate University officials. During an incident, a single account should be generated for accurate and consolidated tracking, billing and/ or, later reimbursement of costs associated to the emergency.

### **4. Emergency or Disaster Costs**

For major emergencies or disasters, all departments and agencies participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- Personnel costs, especially overtime costs.
- Equipment operations cost.
- Costs for leased or rented equipment.
- Costs for contract services to support emergency operations.
- Costs of specialized supplies expended for emergency operations.

A copy of this is to be submitted to the Vice President for Administration and Finance, who will distribute these documents to the appropriate University officials. During an incident, a single account should be generated for accurate tracking, billing and/ or, later reimbursement of costs associated to the emergency.

*NOTE: 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.*

### **5. Preservation of Records**

In order to continue normal university 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 department is responsible for preparation of Annexes to this plan will include protection of vital records in its Standard Operating Procedures.
- If records are damaged during an emergency situation, the university will seek professional assistance to preserve and restore them.
- Any request documents relating to the Texas Public Information Act will follow those identified and established procedures.

### **6. Public Protection**

Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Vice President for Administration and Finance who will determine the appropriate course of action.

## Post Incident and Exercise Review

The Vice President for Administration and Finance, or designee, is responsible for organizing and conducting an After-Action-Report following the conclusion of a significant emergency event or exercise. The After-Action-Report will entail both written and verbal input from all appropriate



participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## Plan Development and Maintenance

The Vice President for Administration and Finance is responsible for the overall development and completion of the Emergency Management Plan, including Annexes. All university departments and schools are responsible for promulgating and compliance with the plan.

## Distribution List

The Vice President for Administration and Finance, or designee, shall determine the distribution of this plan and its Annexes. In general, copies of plans and Annexes should be distributed to those individuals, departments, and organizations tasked in this document. Copies should also be set aside for the Presidents Emergency Leadership Team and Emergency Operations Centers, St. Mary's University, and other emergency facilities.

- Internal Support Distribution
  1. President
  2. Vice Presidents (All)
  3. Associate Vice Presidents (All)
  4. School Deans (All)
  5. Department Directors (All)
- External Distribution
  1. Texas Governor's Division of Emergency Management
  2. City of San Antonio/Bexar County Office of Emergency Management
  3. Alamo Area Council of Governments

## Action Plans

Response to an incident must have an oral or written action plan, depending on the incident. The purpose of an action plan is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved are always prepared around a period called an operational period.

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

The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

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

1. **Statement of Objectives:** A list or outline of objectives that is appropriate to the overall incident.

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

*NOTE: The incident action plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.*

## Active Shooter Preparedness

### Profile of An Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### Purpose

It is the policy of St Mary's University to provide an active shooter/active assailant emergency response plan as a part of the St. Mary's University Emergency Action Plan in order to prepare faculty, staff and students on how best to prevent, protect, mitigate, respond to and recover from an active shooter event while on the St. Mary's University campus.

### General Policy Elements

1. Provide training for the campus community in recognizing behaviors that may lead to a pathway of violence for students, staff and faculty.
2. Encourage reporting of concerns to the Office of Human Resource, the University Police Department and the Office of Student Development.
3. Strengthen intervention capabilities to help evaluate potential threats including the formation of a Behavior Intervention Team. (See Behavior Intervention Team Charter)
4. Test and utilize the campus notification systems that support emergency events.
5. Ensure employees are aware of the institution's active shooter and evacuation policy and procedures.
6. Offer training to the campus community on Active shooter preparedness and critical first aid.
7. Ensure our university police department procedures, policies and training align with best practices oriented towards threat response.
8. Equip our university police to expeditiously eliminate any ongoing, active shooter threat.
9. Ensure our University Police Department have established lines of communication and coordination with local/federal agencies that would support such an event.
10. Establish a communication network to help manage the crisis during and after the event.
11. Provide a basis of support and services for the campus community to deal with the post incident response to an active shooter event.

12. Formulate a business recovery plan to restore operation post incident.

#### Active Event Procedures

1. The first member of faculty, staff or student to identify an active shooter/active assailant situation should call the University Police emergency number (210) 431-1911 and announce ("Active Shooter/Active Assailant"), (with the location of the incident) and a physical description of the person(s) with the weapon, and type of weapon, if known. The call should be made as soon as possible and in a safe manner, away from the active shooter/assailant

The phone call to (210)431-911 (from the area where the caller is safely concealed) should provide the following information to the police:

- a. Description of suspect(s) and possible location
  - b. Number and types of weapons
  - c. Suspect's direction of travel
  - d. Location and condition of any known victims
2. University Police will dispatch appropriate officers, engage outside law enforcement entities and notify the campus leadership of the report.
  3. The emergency operator/supervisor/University Official upon notification will provide a public announcement "RAVE ALERT" on the public address system (phone alert, text, etc.)

In response to an active shooter/active assailant event, there will be three potential courses of action 1) evacuate, 2) hide out, 3) taking action against the active shooter. The following guidelines identify these courses of action:

#### Evacuate

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter/active assailant may be
- Keep your hands visible
- Follow the instructions of any police officer who may arrive on scene
- Do not attempt to move wounded people
- Call 210-431-1911 when you are safe

#### Hide Out

If evacuation is not possible, find a place to hide where the active shooter/active assailant is less likely to find you, with these recommendations:

##### **The hiding place should:**

- Be inconspicuous
- Be out of the active shooter/active assailant's view
- Provide physical protection if shots are fired in your direction (e.g., locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
- Do not trap yourself or restrict your options for movement

**To prevent an active shooter/active assailant from entering the hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter/active assailant is nearby:**

- Lock the door
- Silence cell phones and/or pagers
- Turn off any source of noise (i.e., television, radio)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet and motionless

**If it is not possible to evacuate or hide, then consider self-defense, with these recommendations:**

- Remain calm
- Dial 210-431-1911, if possible, to alert police to the active shooter/active assailant's location
- If you cannot speak, leave the line open and allow the 1911 dispatcher to listen

Taking Action Against The Active Shooter

Take action against the active shooter/active assailant, only when you believe your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter/active assailant as follows:

- Acting aggressively as possible against him/her
- Throwing items and improvising weapons (e.g., fire extinguisher)
- Yelling
- Commit yourself to defensive physical actions

Law Enforcement Response

The Police will arrive to respond to the threat. Follow these recommendations:

1. Comply with the Police instructions. The first responding officers will be focused on stopping the active shooter/active assailant and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When the Police arrive at your location:
  - a. Remain calm, and follow officers' instructions
  - b. Put down any items in your hands (i.e., bags, jackets)
  - c. Immediately raise your hands and spread your fingers
  - d. Keep your hands visible at all times
  - e. Avoid making quick movements toward officers such as attempting to hold on to them for safety
  - f. Avoid pointing, screaming and/or yelling
  - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you
  - h. Notify University representatives that you have evacuated the premises
3. When the Police arrive, the following information should be available:
  - a. Number of shooters/assailants
  - b. The type of problem causing the situation
  - c. Type and number of weapons possibly in the possession of the shooter/ active assailant.
4. All necessary University representatives still in the area as part of the Emergency Response shall:
  - a. Identify and describe all participants, if possible
  - b. Provide keys to all involved areas as well as floor plans

- c. Locations and phone numbers in the affected area
- d. Shall assist Law Enforcement with providing safe locations for those evacuated from the scene

### Post-Incident Action

When Police have determined that the active shooter/active assailant emergency is under control, the emergency operator/Incident Commander will provide a public announcement (RAVE ALERT, phone alert, Text, etc.) that the emergency is over or "CLEAR SCENE"

1. Scene investigation will be completed once all non-essential personnel, students and staff have been accounted for and removed from the scene
2. Scene investigation will likely close off all buildings affected for use. The campus will determine how best to and when to resume normal operations and notify the campus of any relevant changes.
3. Counseling services will be established to help the community process the event. A notification of these resources will be provided to the community.
4. Additional support and business continuity may be established depending on the severity of the incident including a business recovery plan and communication plan.

References used in the generation of this plan:

- U.S. Department of Homeland Security, Active Shooter "How to Respond", Safety Guidelines for Armed Subjects, Active Shooter Situations, April 2007.
- Safety Tips & Guidelines Regarding Potential "Active Shooter" Incidents Occurring on Campus, University of California Police.
- Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.
- Workplace Violence Desk Reference, Security Management Group International, [www.SMGICorp.com](http://www.SMGICorp.com)
- How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.

## Incident Command Center (ICS) Overview

### ICS Description

The Incident Command System (ICS) is a commonly accepted emergency management structure. The ICS is designed especially for incidents that involve not only internal, but also city, state, and federal agencies and multiple political jurisdictions. St. Mary's University recognizes and utilizes the Incident Command System (ICS).

### ICS Use

The Incident Command System (ICS) can be used to manage an emergency or a nonemergency event.

### ICS Structure

The structure of the ICS organization chart allows considerable flexibility. Only those positions necessary to manage the incident need to be filled. The organization can be enlarged or diminished to meet the specific level of the emergency. This makes the ICS a very efficient emergency management system. An individual may be assigned to more than one function in the Incident Command System, but the functions of the system are not combined.

### Where ICS Functions Are Performed

Depending on the type, complexity, and location of the incident, the functions and activities of the ICS and Support Groups are performed at the following locations:

1. On-Scene Location of Incident
2. University Operations Center
3. President's Critical Incident Management Team Area
4. City of San Antonio and Bexar County Emergency Operations Center

### University Command Centers

- **Primary Command Center** is in the President's Emergency Leadership Team with a meeting location in the Charles Francis Conference Room.
- **Primary Operations Center** is the St. Mary's University Police Department in Treadaway Hall.
- **Off-Site Operations Center** is the Counselor Education and Family Life Center at 251 W. Ligustrum Dr.

### Unified Command (UC)

In the ICS, unified command is a unified team effort that allows all with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

The UC is responsible for the overall management of the incident and directs incident activities, including the development and implementation of strategic decisions, and approves the ordering and releasing of resources. The UC may activate deputy incident commanders to assist in carrying out incident command responsibilities.

### ICS Organization

The organization of the ICS is built around the following major management activities.

#### Command

- Sets objectives and priorities
- Has overall responsibility at the incident or event

#### Operations

- Conducts tactical operations to carry out the plan
- Develops the tactical objectives and organization, and directs all resources

#### Planning

- Develops the action plan to accomplish the objectives
- Collects and evaluates information
- Maintains resource status

Logistics

- Provides support to meet incident needs
- Provides resources and all other services needed to support the incident

Finance and Administration

- Monitors costs related to the incident
- Provides accounting, procurement, time recording, and cost analysis