

# Utah Tech University Policy

## 422: Emergency Management (EM)



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### I. Purpose

- 1.1 Utah Tech University (“the University”) desires to safeguard the welfare of students, faculty, staff, and visitors along with protecting the University's essential functions and business continuity. The purpose of this policy is to perpetrate that the University prepares, protects against, actively mitigates, effectively responds to, and recovers quickly from any emergency or disaster. It provides guidance to emergency management organizations, outlines effective use of university resources, and commits to community collaboration.

### II. Scope

- 2.1 The policy applies to and is for the protection of all university students, faculty, staff, visitors, constituents, and stakeholders at all University Premises sites and facilities.
- 2.2 Devolution of authority: Utah Board of Higher Education, University Board of Trustees, and the University President through established University hierarchy and chain-of-command.
- 2.3 Governing Principles: Compressive, Progressive, Risk-driven, Integrated, Collaborative, Coordinated, Flexible, and Professional.
- 2.4 Emergency Management (EM) Priorities: Life Safety, Incident Stabilizations, Property Conservation, and Quick Recovery for Business Continuity.
- 2.5 Accountability is the responsibility of all University community members; to be in a state of readiness and account for their actions. EM programs and systems should follow mission compliant strategical goals, tactical objectives, and be in a continued state of quality assurance.

- 2.6 As part of the US National Strategy for Homeland Security, the University will use and follow the National Response Framework (NRF).

### III. Definitions

- 3.1 **Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident although in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.
- 3.2 **All-Hazards:** Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
- 3.3 **CERT:** Community Emergency Response Team is a volunteer University entity that may be deployed in times of emergencies and is trained in basic disaster response, medical operations, fire safety, light search and rescue, disaster psychology, and team organization.
- 3.4 **Chain of Command:** The orderly line of authority within the ranks of the incident management organization.
- 3.5 **Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
- 3.6 **Community Preparedness Guide:** A guide for university stakeholders to prepare for emergencies or disasters.
- 3.7 **Continuity of Operations:** An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.
- 3.8 **Coordinate:** To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
- 3.9 **Crisis:** A situation that may jeopardize the University's human and physical resources and the organization's ability to conduct business.
- 3.10 **UTEAS:** Utah Tech Emergency Alert System is an extensive system that allows for quick emergency notifications and instructions to be made to

the University community via the university website, email, cellular and landline phones, text message, digital bulletin boards, and alerts pushed to University commuters.

- 3.11 **Disaster:** An event that causes catastrophic damage or loss of life. An official designation intended to declare that normal university functions and operations are interrupted and resources are unable to meet the demands resulting from the event. The University President or designee can declare a state of disaster.
- 3.12 **Emergency Alert Team:** A team made up of strategic University employees who have the authority and use a decision protocol matrix when deciding to utilize the emergency alert system.
- 3.13 **Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means 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 a catastrophe in any part of the United States.
- 3.14 **Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management activities (on-scene operations) normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or by some combination thereof.
- 3.15 **Emergency Operation Team:** The group comprised of key emergency management personnel or units identified in the EOP.
- 3.16 **Emergency Operations Plan (EOP):** An ongoing plan for responding to a wide variety of potential hazards.
- 3.17 **Emergency Procedures:** A plan and/or guide to follow in general order and/or manner in response to an emergency event.
- 3.18 **Evacuation:** The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

- 3.19 **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
- 3.20 **Incident:** An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
- 3.21 **Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- 3.22 **Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
- 3.23 **Mitigation:** Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
- 3.24 **Mutual Aid:** Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

- 3.25 **National Incident Management System:** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
- 3.26 **National Response Framework:** A guide to how the United States conducts all-hazards response.
- 3.27 **Personal Responsibility:** The obligation to be accountable for one's actions.
- 3.28 **Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.
- 3.29 **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the full nature and source of the threat, public health and agricultural surveillance and testing processes, immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
- 3.30 **Recovery:** The development, coordination, and execution of service-and-site- restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
- 3.31 **Resources:** Personnel and major items of equipment, supplies, and

facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

- 3.32 **Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
- 3.33 **Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.
- 3.34 **Standard Operating Guidelines:** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.
- 3.35 **Standard Operating Procedure:** A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
- 3.36 **Strategy:** The general plan or direction selected to accomplish incident objectives.
- 3.37 **Tactics:** The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.
- 3.38 **Threat:** Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
- 3.39 **Unified Command (UC):** An Incident Command System application used

when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

#### IV. Policy

- 4.1 It is the University Emergency Management goal to protect its human and physical assets and ensure continued operations before, during, and after all manner of emergencies, whether natural, manmade, or technological, by implementing appropriate emergency management policies, plans, guidelines, and procedures designed to ensure the University's ability to effectively prepare for, respond to, and recover from emergencies.
- 4.2 The University's objective is to be a comprehensive, whole community, with an all-hazards approach, and inclusive by using the phases of Emergency Management. It is the responsibility of the entire University community to understand and collaborate with preparedness, mitigation, response, and recover for any emergency or disaster.
- 4.3 The following EM policy phases, cycles, elements, procedures, roles, and responsibilities is established as part of this policy. They must be continually evaluated, developed, exercised, and maintained. This includes the adoption, implementation, and utilization of the US Department of Homeland Security's (DHS) National Incident Management System and Incident Command System (ICS).
  - 4.3.1 Preparedness builds the capacity and capability of the organization to manage the impacts through:
    - 4.3.1.1 Community preparedness guides
    - 4.3.1.2 Minimum of 72 hours of self-reliance
    - 4.3.1.3 Periodic University emergency and/or disaster exercises
    - 4.3.1.4 Local Emergency Planning Committees (LEPC)
  - 4.3.2 Mitigation (Prevention/Protection) reduces or eliminates the impact of, and from potential hazards through:
    - 4.3.2.1 Facilities Management's performance of preventative building and ground maintenance, inspections, and code compliance.
    - 4.3.2.2 UTPD/Security's ability to deter, identify, and eliminate

possible threats to University assets.

- 4.3.2.3 Risk Management and Safety to evaluate, identify, assess and reduce potential risks to the university, including proper insurance coverage. Fire and life safety education, engineering, and enforcement through maintenance, inspections, testing, and code compliance.
- 4.3.2.4 Ongoing Threat and Hazards Identification and Risk Assessment (THIRA), including other analysis, reporting, audits and drills.

4.3.3 Response acts to stop on-going negative effects through:

- 4.3.3.1 Emergency Alert System (EAS)
- 4.3.3.2 Emergence Response Teams (ERT)
- 4.3.3.3 Utah Tech University Police/Security Department (UTPD)
- 4.3.3.4 Community Emergence Response Team (CERT)
- 4.3.3.5 Automatic Mutual Aid Agreements
- 4.3.3.6 Emergency Operation Center (EOC)
- 4.3.3.7 Use of NIMS/ICS

4.3.4 Recovery works to restore essential functions and return the organization to a new normal through:

- 4.3.4.1 Continuity of Operations Plan (COOP)
- 4.3.4.2 Insurance protection and compensation
- 4.3.4.3 MOU's, including for back-up facilities
- 4.3.4.4 Infrastructure - redundancy/recovery IT/Power plant utilities
- 4.3.4.5 Government Assistance: (Stafford Act)

## V. References

- 5.1 Homeland Security Presidential Directive (HSPD) # 5
- 5.2 Homeland Security Presidential Directive (HSPD) #8
- 5.3 The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as



amended 42 USC 5121

- 5.4 Jeanne Clery Act
- 5.5 National Fire Protection Agency (NFPA) 1600 Standard on Disaster/emergency Management and Business Continuity Programs
- 5.6 FEMA National Disaster Response Framework (NDRF)
- 5.7 FEMA Comprehensive Preparedness Guide 101 Version
- 5.8 Utah Code Annotated, 63K, Chapter 4, Section 202, Emergency Management, Disaster Response and Recovery Act, Authority of chief executive officers of political subdivisions -- Ordering of evacuations
- 5.9 University EOP Promulgated 2014

## VI. Procedures

- 6.1 Emergency Management Components and Procedures:
  - 6.1.1 Planning for Emergency Preparedness, Hazardous Mitigation, and Maintenance of Emergency Operation and Continuity Plans: the University requires that all colleges/departments and units be prepared for emergencies, understand, and follow university-established plans. Furthermore, they are encouraged to develop plans for their individual and specific areas consistent with the larger university plan, and using the following:
  - 6.1.2 Community Disaster Preparedness Guide: Is a general preparedness guide for university stakeholders in times of emergency or disaster: [safety.utahtech.edu](http://safety.utahtech.edu)
  - 6.1.3 Threat and Hazardous Mitigation: Assesses and ranks hazards, risks and vulnerabilities inherent to the university. With the intent to eliminate or reduce them.
  - 6.1.4 Emergency Operation Plan (EOP): Is the promulgated university plan document for emergency operations. It establishes and details emergency response policies and procedures, describes response organizations, and assigns tasks for emergencies occurring on University Premises. Its intent is to establish a comprehensive coordinated and consistent approach to EM: [safety.utahtech.edu](http://safety.utahtech.edu)
  - 6.1.5 Continuity of Operation (COOP): A Continuity plan identifies university mission-essential functions and details primary business

operations and resources needed to satisfy functions during certain disruptive operation scenarios.

6.2 Training: A comprehensive training curriculum is an essential component in furthering the preparedness goals of the University's emergency management program. Based on their roles and responsibilities in University incident prepare/ mitigate/response/recovery, select designated personnel may be subject to participation in any or all of the following curricula:

6.2.1 National Incident Management System (NIMS)

6.2.2 Incident Command System (ICS)

6.2.3 Continuity planning

6.2.4 Community Emergency Response Team (CERT), and/or Emergency Building Coordination.

6.2.5 Other training courses may be developed and offered to university staff on a periodic basis. Collaboration with key university departments and with assistance from other key departments coordinates the university's preparedness training program.

6.3 Activation and Operation: The University must maintain sufficient resource and staffing needs. It will also have trained designees who are able to activate and operate emergency actions. Through the following:

6.3.1 Utah Tech Alert System (UTAS): [safety.utahtech.edu](https://safety.utahtech.edu)

6.3.2 The following procedures are set forth in *Utah Tech University Emergency Procedures* ([safety.utahtech.edu](https://safety.utahtech.edu)) in an effort for university resources to prepare, mitigate, respond, and recover from any emergency in a timely manner.

6.3.2.1 At a minimum, the below specific emergency procedures have been adapted and will be evaluated and updated as needed.

6.3.2.1.1 Acts of Violence (Active Shooter, Terrorism, Civil Disturbance, Crimes)

6.3.2.1.2 Bloodborne Pathogens and Body Fluid Exposure

6.3.2.1.3 Bomb Threat

6.3.2.1.4 Earthquakes

- 6.3.2.1.5 Emergency Communication
- 6.3.2.1.6 Epidemic/Pandemic
- 6.3.2.1.7 Evacuation of Buildings, Coordinators, and Site Map
- 6.3.2.1.8 Explosion (bomb blast, aircraft crash, mechanical failure, etc.)
- 6.3.2.1.9 Severe Weather (high winds, lightning flooding, landslides, heat, etc.)
- 6.3.2.1.10 Fire and Smoke
- 6.3.2.1.11 Flooding
- 6.3.2.1.12 Gas Release or Smell of Unknown Origin
- 6.3.2.1.13 Hazardous Materials (spills, contamination, exposure)
- 6.3.2.1.14 Medical Emergencies and First Aid
- 6.3.2.1.15 Preparedness
- 6.3.2.1.16 Shelter in Place/Lockdown
- 6.3.2.1.17 Suspicious Mail or Package
- 6.3.2.1.18 Utility Failure
- 6.3.2.1.19 Emergency Evacuation for People with Disabilities
- 6.3.2.1.20 Emergency Closing

## VII. Addenda—N/A

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Policy Owner: VP of Administrative Affairs  
Policy Steward: Director of Events Services and Risk Management

History:  
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