

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.F.04

AREA: Public Safety

SUBJECT: Emergency Management and Continuity of Operations Planning

1. **PURPOSE**

The purpose of this policy is to describe provisions to minimize the adverse effects of an emergency through the development of Emergency Management programs and Continuity of Operations Plans at the University of Houston System universities, as well as to ensure compliance with applicable statutes and policies.

2. **DEFINITIONS**

- 2.1. Emergency Management: The managerial function charged with creating the framework within which communities reduce vulnerability to hazards, and enhance capabilities to respond and recover from disasters.
- 2.2. National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, non-governmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards — regardless of cause, size, location, or complexity — in order to reduce loss of life, property and harm to the environment.
- 2.3. Continuity of Operations Plan (COOP): A plan for individual agencies to ensure that essential functions can be maintained during a disruption of normal operations.

3. **POLICY**

3.1. **Emergency Management Essential Elements**

Each university will comply with the following:

- a. Appoint an individual responsible for the emergency management function to serve as the University Emergency Manager.
- b. Each University Emergency Manager will have a dotted-line reporting relationship to the Assistant Vice Chancellor for Campus Safety, with regard to emergency management and continuity of operations planning functions.
- c. Develop and implement an emergency management program.

- d. Develop and maintain an all-hazards emergency management plan which meets the requirements of Texas Education Code, Chapter 51, Section 217.
- e. Incorporate and ensure compliance with the NIMS in the University's emergency management plan.
- f. Participate, as required, in the Emergency Management/Safety & Security Audit every three years.
- g. Participate and collaborate on the System Emergency Management Committee.
- h. During regional incidents impacting UHS institutions, provide timely situational updates to the Assistant Vice Chancellor for Campus Safety or designee.

3.2. Continuity of Operations Planning Essential Elements

Each university will comply with the following:

- a. Designate a Continuity Coordinator as outlined by the State Office of Risk Management (SORM) in the Texas State Agency Continuity Planning Policy.
- b. Develop and maintain a COOP.
- c. Develop a COOP Training Program to include exercises, as required by SORM.
- d. Comply with the requirements of the SORM Texas State Agency Continuity Planning Policy regarding plan submission and exercise documentation submissions.

3.3. University of Houston System Responsibilities for Emergency Management

- a. The System responsibilities for emergency management will fall under the Assistant Vice Chancellor for Campus Safety. Operational control will continue to reside at the institutions.
- b. The Assistant Vice Chancellor for Campus Safety responsibilities (related to emergency management) include:
 - i. Providing guidance and assisting with emergency management coordination efforts for the institutions of the University of Houston System.

6. REFERENCES

- 6.1. [Texas Education Code, Chapter 51](#) (Section 217)
- 6.2. [SORM Continuity of Operations Planning](#)