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Operating Policy and Procedure

OP 76.01:   **Emergency Management Plans**

DATE: July 15, 2024

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish responsibility for the development, updating, and distribution of the Texas Tech University Emergency Management Plan (TTUEMP).

REVIEW: This OP will be reviewed in September of each year by the Texas Tech University Managing Director of Emergency Management (TTUEMD) and the Texas Tech University System Emergency Management Coordinator (TTUSEMC) with substantive changes submitted through administrative channels to the Senior Vice President for Administration & Finance and the President.

The TTUEMP will be reviewed annually and will be updated and revised as appropriate.

The TTUEMP will be updated when changes in threat hazards, resources, and capabilities, or government structure occur. The need for plan changes, updates, and revisions should be brought to the attention of the TTUEMD who will ensure that any required plan changes are made and distributed.

POLICY/PROCEDURE

1. **Objectives**

   The objective of the TTUEMP is to provide for the planning and resources necessary to protect the health, safety, and welfare of the members of our community and preserve both public and private property.

   To achieve our objective, the Texas Tech University System has organized an emergency program that is both integrated and comprehensive, addressing mitigation, preparedness, response, and recovery.

2. **General**

   The TTUEMP is based on an "all-hazards" approach to emergency planning. The plan addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For the purposes of responding to emergency situations for its employees, the Texas Tech University System adopts the TTUEMP.

   The TTUEMP provides an emergency management structure that defines the operating characteristics, management components, and structure of emergency management organization throughout the life cycle of an incident. The Texas Tech University System Board of Regents has

formally adopted the National Incident Management System (NIMS). NIMS provides a consistent approach to the effective management of situations involving natural or human-made disasters or terrorism. NIMS allows for the integration of response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

The TTUEMP does not replace individual departments' responsibilities to develop, test, and share their own emergency response procedures and guidelines with the TTU Office of Emergency Management. Each unit and area should develop an emergency action plan (EAP) for the facilities that house their activities. The TTUEMP should, however, be used as the primary reference for integrating internal plans into Texas Tech's overall strategic operational plans. The TTUEMP shall be used to help determine the relationships, responsibilities, and general guidelines departments are to use to establish their detailed emergency action procedures and guidelines, some of which may include response plans for specific types of incidents.