



Policy Title: Emergency Management

Policy Number:

Date Issued: October 22, 2018

Responsible Executive: Director of Emergency Management

Date Last Revised: October 22, 2018

Responsible Office: Department of Public Safety

Emergency Management Policy

Policy Statement

It is the policy of Baylor University (the "University") to create and maintain a "culture of preparedness" throughout the University community. The Baylor University Office of Emergency Management (BUOEM) is responsible for adopting an all-hazards, whole community approach within its preparedness programs following local/state/federal guidance and accepted standards and best practices within the emergency management field. This includes the adoption, implementation, and utilization of the U.S. Department of Homeland Security's (DHS) National Incident Management System (NIMS) and Incident Command System (ICS, a NIMS component) as the framework from which University incident/emergency/event management activities are structured; the implementation of NIMS/ICS will be coordinated by BUOEM. To support inclusive emergency planning efforts, minimize duplication of effort, and promote a common operating picture, University departments are required to cooperate with BUOEM in coordinating and facilitating preparedness programs and initiatives.

Reason for the Policy

There are a number of regulations and standards, which apply to emergency management and include, but are not limited to, the following: Clery Act, IACLEA accreditation, NFPA 1600, NIMS Nongovernment Organizations, OSHA 1910, and the Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education.

Individuals/Entities Affected by this Policy

All University personnel participating in mitigation, preparedness, response, and recovery efforts.

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Exclusions

NONE

Related Documents and Forms

University Policies and Documents

University policies and documents that may be implicated by the Emergency Management Policy may include, but are not limited to, the following:

Emergency Management Plan
Functional and Hazard Specific Annexes/Support Functions
Emergency Action Plans
Inclement Weather Policy
IT Disaster Plan

Definitions

Baylor Alert	The University's combined protocols, training, systems, and equipment used to provide emergency alert and notification to the University community.
Building Emergency Coordinator (BEC)	A designated building representative who carries out basic emergency response functions (evacuation facilitation, floor sweeps, accountability documentation) during an incident/emergency/event. BECs also serve as conduits with and ambassadors for the BUOEM to assist with preparedness planning, training, conducting exercises, outreach activities, communication and emergency response, as necessary.
Business Continuity Plan (BCP)	A process of developing and documenting arrangements and procedures that enable an organization to respond to an event that lasts for an unacceptable period of time and return to performing its critical functions after an interruption.
Continuity of Operations (Continuity)	A process of identifying the essential functions - including staff, systems, and procedures - that ensures the continuation of the University's ability to operate.
Crisis and Emergency Management Plan (CEMP)	The University's written framework for managing all-hazards incidents/emergencies/events.
Designated Personnel	Exempt and non-exempt employees who are required to work during an authorized closing because their positions have been designated by the hiring supervisor as essential to agency operations during emergencies.

Emergency Action Plan (EAP)	The written framework from which to facilitate individual or departmental emergency response actions during all-hazards incidents/emergencies/events.
Emergency Management (EM)	The coordination of efforts to prepare for and carry out the functions to prevent, minimize, respond to, and recover from incidents caused by natural hazards, human-caused hazards, and acts of terrorism.
Emergency Management Cycle	A system that provides for the management and coordination of prevention, mitigation, preparedness, response, and recovery activities for all hazards.
Emergency Operations Center (EOC)	The physical location at which the coordination of information and resources to support on-scene incident management activities takes place.
Exercise	A test of plans, policies, and/or procedures intended to validate the planning and training process as part of a larger preparedness program. Exercises can be discussion-based, including seminars, workshops, and tabletops, and operations-based, including drills, games, and functional and full-scale exercises.
Incident Command System (ICS)	A standardized, on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents. 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.
Incident Commander (IC)	The individual responsible for all incident activities. The IC has overall authority and responsibility for the management of all incident operations and is responsible for the management of all incident operations at the incident site.
Mutual Aid Agreement	Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.
National Incident Management System (NIMS)	A system mandated by the Federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments (federal, state, and local), voluntary agencies, and the private sector to work effectively and efficiently together to prepare for, respond to, and recover from incidents, regardless of cause, size, or complexity. NIMS uses a core set of concepts, principles, and terminologies.
President's Council	The President's Council is composed of the President and Vice Presidents whose respective areas may be impacted by a significant disruption.
Unified Command (UC)	An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single Incident Command Post.

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Contacts

Subject	Contact	Telephone	Office email/web site
Policy	Associate Vice President, Public Safety and Security	254-710-4619	www.baylor.edu/dps/index.php?id=866871
	Director of Emergency Management	254-710-6695	www.baylor.edu/dps/index.php?id=99198

Responsibilities

Associate Vice President, Public Safety and Security	The staff member who manages and leads the BUDPS
Director of Emergency Management	The staff member who manages and leads Baylor Emergency Management

Principles

The Emergency Management Cycle encompasses all organizations, agencies, departments, and individuals having responsibilities for these activities:

Prevention - Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Mitigation - Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

Preparedness - As defined in the National Response Framework, preparedness is the range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from incidents. Preparedness is a continuous process requiring a whole community approach to be most effective.

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.

Recovery - Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen, and rebuild affected individuals, and the University community.

The Emergency Operations Center Team (EOC Team) may be staffed by various administrators on campus. It conducts operations from within an Emergency Operations

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Center, or other location dependent on the situation. EOC Team members represent the emergency functions that will need to be accomplished during an emergency and ongoing recovery. Various subject matter experts may be called upon to join the EOC Team as needed during an incident, and following an incident, to serve specific purposes.

The President's Council provides strategic direction for Baylor and communicates with the EOC Team through the Executive Liaison.