



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject Unusual Occurrences, Disasters and Special Operations		Policy Number 802	
Effective Date August 1, 2015	Revision Date May 10, 2019	Reevaluation Date Annually	Number of Pages 3
Reference Standards TPCA: CALEA: 46.1 IACLEA: 17.1, 17.2		Rescinds or Amends Policy Number A-5	

I. PURPOSE

To ensure each institution police department has procedures in place that are consistent with national incident management and preparedness standards as set forth in Presidential Directive-5 and Presidential Directive-8 for dealing with Unusual Occurrences and Disasters.

II. DEFINITIONS

- A. Unusual Occurrences – includes but is not limited to, situations, generally of an emergency nature, resulting from a man-made disaster such as a Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) event that could produce or has caused mass casualties or large scale evacuations; this can include the consequences of a terrorist event.
- B. Disaster – includes but is not limited to fires, floods, hurricanes, earthquakes, large explosions, tornadoes and the aftermath of such events.
- C. Special Operations - includes activities for responding to certain kinds of emergencies or unexpected situations that may be resolved more satisfactorily by using a specialized unit of responders rather than by using traditional or general operational units of responders.
- D. Presidential Directive-5/Management of Domestic Incidents
<http://fas.org/irp/offdocs/nspd/hspd-5.html>
- E. Presidential Directive-8/National Preparedness
<http://fas.org/irp/offdocs/nspd/hspd-8.html>
- F. Texas DPS - The Texas Emergency Management Online (TEMO) newsletter
<http://www.txdps.state.tx.us/dem/temo>

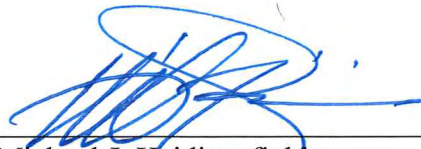
III. Unusual Occurrences/Disasters

- A. Institution police departments shall have a written directive that identifies a position within the agency responsible for planning responses to unusual occurrences and disasters; this position or assignment may be an additional duty.
- B. Institution police departments must have a formal plan for responding to unusual occurrences and disasters. Plans should include consideration for additional resources from other UT System Police Departments, the Office of the Director of Police (ODOP), and other regional, state, and federal response partners. Basic planning elements should include, but are not limited to:
 - 1. Depiction of the impacted geographic area—situational maps or via technology;
 - 2. Command and Control - Establishing a field/incident command post capable of the rapid development of clear objectives that can quickly be communicated to all responding personnel;
 - 3. Interoperable Communications - Establishing and maintaining communications; includes the establishing of an Emergency Operations Center (EOC);
 - 4. Mutual Aid - Partnering with local law enforcement and emergency management agencies;
 - 5. Incident Management - the ability to and commitment to operate within the National Incident Management System (NIMS);
 - 6. Training and Exercises – sponsorship of, coordination of, or participation in one emergency response drill a year that demonstrates the readiness to respond to and partner with local, regional, and state law enforcement and emergency management agencies in preparation for an unusual occurrence or disaster.
 - a. Following any drill or exercise an after action report should be completed identifying successes and shortfalls of any planning document that was relied upon, and the preparation and response in general.
 - 7. Medical Support - preparation for local paramedic, emergency medical services, and medical examiner support; obtaining and verifying casualty information; coordination and working with regional hospitals and the appropriate medical examiner's office on issues of mutual responsibility including dissemination of casualty information.
 - 8. Resource Requests Within and External to the UT System Police (UTSP) - ODOP shall be consulted to coordinate resource support from within the UTSP; ODOP shall be notified of requests made by institution police departments for mutual aid from agencies external to the UTSP; should the need for external assistance/mutual aid exceed the capacity of adjacent or neighboring jurisdictions, then the Texas Department of Public Safety/ Emergency Management District Coordinator should be contacted for assistance.

<http://www.txdps.state.tx.us/dem/temo/archives/2011/vol58No10/articles/article2.htm>

<http://www.txdps.state.tx.us/dem/temo>

9. Facility security – command post, EOC, staging areas, casualty collection points;
 10. Traffic control – civilian and emergency vehicles;
 11. Logistics - equipment and resource requirements;
 12. Mustering forces - alerting, mobilization and demobilization procedures;
 13. Designated Public Information Officer (PIO) - responds to media requests by coordinating with Unified Command as necessary and ensures timely, accurate and complete information releases.
 14. Special mission tasks - rescue, search, re-entry and recovery duties at the site of the incident;
 15. Transportation support - ingress and egress at the site of the incident;
 16. Review and lessons learned - after action report.
- C. Thorough planning is a fundamental requirement in responding to natural and man-made disasters. Of particular importance is the span of control and unity of command for staff managing the crisis: the Incident Command System (ICS) model shall be employed to ensure successful operations.
- D. To ensure the readiness of equipment and resources to be used in support of unusual occurrence or disasters, the plan should reflect the appropriate logistical requirements. Plans should provide for the location, inventory, maintenance, and inspection of equipment. Equipment designated for use in unusual occurrence situation or disasters should be inspected regularly for operational readiness.



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Changes/additions since last publication

Elimination of bureaucratic detail about processes, simplification of planning and response requirements, establish focus on applicable Presidential Directives/NIMS/ICS. February 12, 2015