

# EMERGENCY OPERATIONS PLAN

July 2023



## PURPOSE

The University of Texas Rio Grande Valley (UTRGV) is committed to protecting the welfare of its campus communities across the Rio Grande Valley as well as its facilities and intellectual property. For this reason, we are dedicated to maintaining a comprehensive Emergency Operations Plan to mitigate potential hazards and to familiarize students, faculty, and staff with emergency procedures. The Emergency Operations Plan is also designed to help university personnel respond appropriately when emergency conditions exist.

Planning ahead for emergencies and other critical incidents is an important part of our normal business planning and campus life. Emergencies can occur anytime, anywhere, without warning, and their consequences affect everyone. As a result, all members of the campus community share a responsibility for emergency preparedness. With this plan, and our collective efforts, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response and recovery from their inevitable occurrence.

This plan outlines our approach to emergency operations, provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response and recovery. It also describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail "who does what, when, and how". Every administrative and academic unit should maintain a plan to protect personnel and equipment that supports campus-wide response and recovery actions. Divisions, Departments and Units found in this plan or supporting annexes identify critical operations of the respective area, as well as essential personnel involved with critical operations.

The goal of this plan is to emphasize advanced preparation, teamwork, and establish effective communication channels that provide a process for continuous improvement and leadership in preparing for and responding to emergencies and critical incidents. Therefore, every member of The University of Texas Rio Grande Valley community should read this document and understand his or her role in emergency situations.

## A New University with a Long History

The University of Texas Rio Grande Valley (UTRGV) was created by the Texas Legislature in 2013 in a historic moment that brought together the resources and assets of The University of Texas Brownsville, The University of Texas Pan American and The University of Texas Health Science Center's Regional Academic Health Center in Harlingen.

UTRGV is also the home to a School of Medicine and will transform Texas and the nation by becoming a leader in student success, teaching, research, and health care. The first class enrolled in the fall of 2015, and the School of Medicine opened in the fall of 2016.

Situated in the Lower Rio Grande Valley, UTRGV spans four counties with facilities and clinics across the valley.





**APPROVAL AND IMPLEMENTATION**

This Emergency Operations Plan is hereby Approved. This plan is effective immediately and supersedes all previous editions.

Thank you,

\_\_\_\_\_  
Dr. Guy Bailey  
President  
The University of Texas Rio Grande Valley

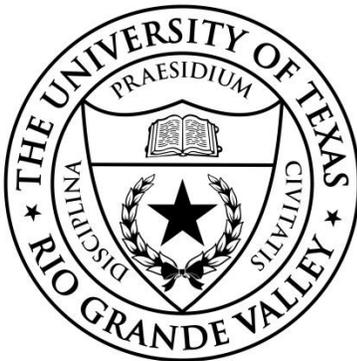
\_\_\_\_\_  
Date

\_\_\_\_\_  
Samantha Allen  
Chief of Staff  
The University of Texas Rio Grande Valley

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Mueller  
Senior Vice President for Finance & Planning  
The University of Texas Rio Grande Valley

\_\_\_\_\_  
Date







## PLAN REVIEW

The Emergency Operations Plan will be reviewed annually and will be updated and revised as appropriate. Interim revisions will be made when one of the following occurs:

1. Information contained in the plan or materially affects implementation of the plan contents or the implementation of the plan
2. A material change in response resources
3. An incident occurs that requires a review
4. Internal assessments, third party reviews, or experience in drills or actual responses that identify significant changes that should be made in the plan
5. New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
6. Other changes deemed significant

Plan changes, updates, and revisions are the responsibility of the Office of Emergency Management (OEM) - Emergency Management Coordinator (EMC) who will ensure that any plan changes are distributed accordingly.

**CONTENTS**

Record of changes..... 5

Plan review..... 6

A Authority ..... 9

B Concept of Operations..... 10

C Definitions..... 12

D UTRGV Campuses & Off Campus Locations..... 16

E Plan Assumptions..... 19

F Types of Events ..... 20

G Activities by Phases of Emergency Management..... 21

H State of Readiness Conditions..... 22

I Levels of Response..... 24

J Plan Activation..... 25

K Command & Control..... 30

L Support Teams..... 31

M Organization, Assignment of Responsibilities, and Functions..... 36

N Local, State, Federal, and Other Assistance..... 48

O Continuity of Operations..... 49

P Emergency Facilities..... 49

Q Department Specific Plans..... 51

R Communication ..... 51

S Administration and Support..... 56

T Post-Incident and Exercise Review..... 59

U Distribution List..... 59

V Appendices..... 59

W Annexes..... 60



**Annexes:**

The following Annexes (A-V) correspond to the state functional annexes list in the Basic Emergency Operations Plan. Additional annexes are University specific.

Annex A	Warning .....	Future Use
Annex B	Communications.....	Future Use
Annex C	Shelter and Mass Care.....	Future Use
Annex D	Radiological Protection .....	Future Use
Annex E	Evacuation.....	Future Use
Annex F	Firefighting.....	Non Sensitive
Annex G	Law Enforcement .....	Sensitive
Annex H	Health and Medical Services.....	Non Sensitive
Annex I	Public Information.....	Future Use
Annex J	Recovery.....	Future Use
Annex K	Public Works and Engineering.....	Future Use
Annex L	Utilities.....	Non Sensitive
Annex M	Resource Management.....	Future Use
Annex N	Direction and Control.....	Future Use
Annex O	Human Services.....	Future Use
Annex P	Hazard Mitigation.....	Future Use
Annex Q	Hazardous Materials and Oil Spill Response.....	Non Sensitive
Annex R	Search and Rescue.....	Future Use
Annex S	Transportation.....	Future Use
Annex T	Donations Management.....	Future Use
Annex U	Legal.....	Future Use
Annex V	Terrorist Incident Response.....	Sensitive
Annex	Hurricane Response.....	Non Sensitive
Annex	Information Technology.....	Non Sensitive
Annex	Pandemic.....	Non Sensitive
Annex	Special Events.....	Non Sensitive

## **A. AUTHORITY**

### **The University of Texas System**

1. UTS 172 Emergency Management

### **Federal**

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC § 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act 2002
6. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

### **State of Texas**

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421, (Homeland Security)
3. Government Code, Chapter 433, (State of Emergency)
4. Government Code, Chapter 791, (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Government Relating to Emergency Management
7. Executive Order of the Government Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
10. The Texas Homeland Security Strategic Plan, Part III, February 2004

### **Local**

1. Inter-local agreements with Local Fire Department
2. Inter-local agreements with Local Police Department
3. Inter-local agreement with Texas Commission for Environmental Quality
4. Inter-local agreement with Hidalgo County Health
5. Inter-local agreement with Cameron County Health & Human Services



## B. CONCEPT OF OPERATIONS

### Objectives

The objectives of our emergency management program are to protect the health and safety of students, faculty and staff and preserve and recover the university property to the best of our ability. These objectives will be met by the following actions:

1. The Incident Management Team and associated government agencies have an important role in identifying and mitigating hazards and preparing for, responding to, and managing the recovery from emergency situations that affect the campus community.
2. The Emergency Operations Plan is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the university. Instead, it supplements these existing procedures with a temporary Emergency management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery operations.
3. The UT-Rio Grande Valley formally adopts the National Incident Management System (NIMS). The planning in this manual is based on the Incident Command System (ICS), a management structure adopted throughout the U.S. and international communities. It also stems from State of Texas Emergency Planning Guidance, the National Incident Management System (NIMS), and various U.S. Department of Homeland Security Presidential Directives. Accordingly, this manual's approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response, and recovery each contain a critical university procedure for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.
4. Students, faculty, staff, and affiliates have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that preserve life and property and will aid UT-Rio Grande Valley in managing emergencies. The Incident Management Team will assist the campus community in carrying out these responsibilities by providing public information and instructions prior to, during, and after emergency situations to the best of our ability and capability. Members of the campus community are strongly encouraged to obtain their own personal property insurance, health insurance, life insurance, and any other insurance to protect against damages or losses to persons or property.

5. Critical Incident Response Team (CIRT), which includes:

- Chief of University Police
- Assistant Chief(s) of University Police
- Emergency Management Director
- Emergency Management Coordinator
- Director, Environmental Health, Safety & Risk Management
- Vice President for Operations Planning and Construction
- Vice President of University Marketing and Communications

is responsible for organizing, training, and equipping campus emergency responders, providing appropriate emergency facilities (e.g., EOC, shelters, ICP), providing suitable warning and communications systems, and for contracting for emergency services (e.g., fire service, HazMat, clean-up, EMS). The Texas Division of Emergency Management (TDEM) offers programs that provides training assistance.

6. To achieve our objectives, we have organized an emergency management office that is both integrated (employs the resources of university, government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
7. Departments and agencies tasked in this plan are expected to develop and keep current standard operating guidelines that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
8. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
9. This plan, in accordance with the NRF is an integral part of the national effort to reduce the nations vulnerabilities to terrorism and major disasters and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.



## C. DEFINITIONS

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

**Catastrophic Incident:** For the purposes of the National Response Framework (NRF), this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

**Disaster:** The occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- Involves a large area, a sizable population, and/or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- Requires community-wide warning and public instructions.
- Requires a response by all local response agencies operating under one or more incident commanders.
- Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate local, state and federal support, and coordinate resource support for emergency operations.
- For the purposes of the National Response Framework (NRF), a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

**Disaster District:** Regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

**Disaster District Committee :**(DDC) Consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

**Emergency Public Information (EPI):** Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

**Emergency Operations Center (EOC):** Specially equipped facility from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

**Emergency Situations:** As used in this plan, this term is intended to describe a range of occurrences, from a minor incident to a catastrophic disaster. It includes the following three:

**Level 1 Emergency:** Is a minor emergency situation that is limited in scope and potential effects, which involve:

- A limited area and/or limited population.
- An evacuation or in-place sheltering, typically limited to the immediate area of the incident.
- The provision of warnings and public instructions in the immediate area, not university wide.
- Incident management by one or two local response agencies or departments acting under IC, with requests for resource support being handled through agency and/or departmental channels.
- The limited external assistance from other local response agencies or contractors.

**Level 2 Emergency:** A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:

- A large area, significant population, or important facilities
- The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
- University-wide warning and public instructions
- A multi-agency response operating under IC
- External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies
- Activation of the ECC and one of the EOCs to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

**Level 3 Emergency:** casualties and/or widespread property damage that is beyond the capability of the university and local government to handle with its organic resources. A Level 3 emergency involves:

- A large area, sizable population, and/or important facilities.
- The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations.
- Community-wide warning and public instructions.
- Response by multiple local response agencies operating under one or more Incident Commanders.



- Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
- Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

**Federal Emergency Management Agency (FEMA).** The primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

**Incident:** A situation that is limited in scope and potential effects. Characteristics of an incident include:

- Involves a limited area and/or limited population.
- Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- Warning and public instructions are provided in the immediate area, not community-wide or regional.
- One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- May require limited external assistance from other local response agencies or contractors.
- For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.

**Hazard Analysis:** A document, published separately from this plan, which identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

**Hazardous Materials (HazMat):** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. It includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances. Examples of hazardous materials are found in Subpart Z of the Occupational Safety & Health Administration (OSHA's) 29 Code of Federal Regulations (CFR) 1910, Environmental Protection Agency's (EPA's) Resource Ver. 1.0 BP-7-4 06/08 Conservation Recovery Act (RCRA) rules, and the Agency for Toxic Substances and Disease Registry (ATSDR's) list, etc.

**Incident of National Significance:** An actual or potential high-impact event that requires a coordinated and effective response by appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage and provide the basis for long-term communication recovery and mitigation activities.

**Inter-local agreements:** Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. These are commonly referred to as mutual aid agreements.

**Incident Command Post (ICP):** A designated area near the site of the emergency in which the Incident Response Team and External Support agencies may gather and assume their role.

**The Incident Command System (ICS):** components, and structure of emergency management organizations throughout the life cycle of an incident.

**Multi-Agency Coordination Systems:** components, and organizational structure of supporting entities.

**National Incident Command System (NIMS):** A standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

**National Response Framework (NRF):** Presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The **Framework** establishes a comprehensive, national, all-hazards approach to domestic incident response.

**Public Information System:** Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

**Standard Operating Procedures (SOPs):** Approved method for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. They may also be referred to as Standard Operating Guidelines (SOGs).

**Unified Incident Command (UIC):** In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.



D. UTRGV CAMPUSES & OFF CAMPUS LOCATIONS

Brownsville Campus: One W. University Blvd. Brownsville, TX 78520







Harlingen Campus: 2102 Treasure Hills Blvd. Harlingen, TX 78550



UTRGV has multiple locations throughout out the Rio Grande Valley region of Texas. Please see Appendix 1 for a full list of UTRGV locations.

## E. PLAN ASSUMPTIONS

The University of Texas Rio Grande Valley is exposed to many potential hazards; any and all can disrupt the university community causing casualties and damaging or destroying property. Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the potential worst-case conditions.

It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning information to the University community and implementation of increased readiness measures may be possible. However, most emergency situations occur with little or no warning.

Outside assistance will be available in most emergency situations affecting our university. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

Proper mitigation actions, such as code conforming construction, appropriate fire suppression systems, and floodplain management, can prevent or reduce disaster related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to respond to emergency situations.

For the university, severe weather hazards (Hurricane and Tropical Storms) pose the most probable threat of emergency conditions. Using the severe weather model, the following planning assumptions were incorporated into this plan:

1. Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
2. Regional and local services may not be available.
3. Major roads, overpasses, bridges, and local streets may be damaged.
4. Buildings and structures, including homes, may be damaged.
5. Damage may cause injuries and displacement of people.
6. Normal suppliers may not be able to deliver materials.
7. Contact with families and households of the university community may be interrupted.
8. People may become stranded at the university, and conditions may be unsafe to travel off campus.
9. Emergency conditions that affect any of the UTRGV campus will likely affect the surrounding community, including the city, county and region.
10. The university will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the campus EOC while emergency conditions exist.
11. Communication and exchange of information will be one of the highest priority operations for the campus EOC.



**F. TYPES OF EVENTS**

This list contains some of the potential emergencies the university may address in emergency management planning, and is not all-inclusive.

Category	Event
Weather	Hurricane
	Tropical Storm Event
	Flooding
	Ice/Snow Storm
Utility Disruptions	Utility Outage – Campus Wide
	Utility Outage – Limited
Information Technology	Campus-wide IT Failure
	Limited IT Failure
Fire	Major Fire
	Minor Fire
	Explosion
Medical Emergencies	Communicable Disease Exposure and/or Outbreak
	Food poisoning outbreak
	Mass Casualties
	Major Injuries
Hazardous Material Release	Radiation spill
	Biological spill
	Chemical spill
Campus Violence	Violence
	Bomb Threat
	Terrorism – local level
	Terrorism – National Level
	Weapons
	Vandalism
	Hostage Situation
Transportation Accidents	Aircraft collision with building.
	Motor Vehicle Collision

## G. ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

### 1. Mitigation

UTRGV will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

### 2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program include providing emergency equipment and facilities; emergency planning, including maintaining this plan, its annexes, and appropriate SOPs ; conducting or arranging appropriate training for emergency responders , emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies and conducting periodic drills and exercises to test emergency plans and training

### 3. Response

UTRGV will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include: warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

### 4. Recovery

If a disaster occurs, UTRGV will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public. Long-term recovery focuses on restoring the university to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.



## H. STATE OF READINESS CONDITIONS

Many emergencies involve a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. These states are called readiness conditions, and consist of a four-tier system. Levels of readiness conditions will be recommended to the University President for his/her decision by the Executive Vice President for Finance & Administration, the Senior Associate Vice President for Operations, the UTRGV Emergency Management Director or the UTRGV Chief of Police. The general actions to be taken for each readiness condition are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs. The following readiness conditions will be used as a means of increasing the university's alert levels and emergency preparedness:

### 1. **Condition 1 — Normal Conditions**

- a. Emergency events occur and local officials are notified. One or more department or agency responds to handle the incident, and an ICP may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

### 2. **Condition 2 — Increased Readiness**

- a. Increased readiness refers to a situation that presents a greater potential threat than "Condition 1," but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
  - Tropical Storm Watch: An announcement that tropical-storm conditions are possible within the specified area.
  - Severe Thunderstorm Watch: Severe thunderstorms are possible in and near the watch area.
  - Tornado Watch: Tornadoes are possible in and near the watch area.
  - Hurricane Watch: An announcement that hurricane conditions are possible within the specified area.
  - Flood Advisory: A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance.
  - Fire Weather Watch: is issued to alert of the possibility that Red Flag conditions may exist beyond the first forecast period (12 hours).
  - Special Events: for mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers, and determining additional requirements.
- b. Declaration of "Condition 2" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.

### 3. **Condition 3 — High Readiness**

- a. High readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service, such as:
- Tropical Storm Warning: An announcement that tropical-storm conditions are expected within the specified area.
  - Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar.
  - Tornado Warning: A tornado has been sighted or indicated by weather radar.
  - Hurricane Warning: An announcement that hurricane conditions are expected within the specified area.
  - Flood Warning: A Flood Warning is issued when flooding is imminent or occurring.
  - Red Flag Warning: Is issued when conditions are ideal for wildland fire combustion, and rapid spread.
  - Special Events: demonstration/civil disorder in which relatively large-scale localized violence is imminent. Readiness actions may include increasing law enforcement presence, putting hospitals and fire departments on alert, and conducting continuous situation monitoring.
- b. Declaration of “Condition 3” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

### 4. **Condition 4 — Maximum Readiness**

- a. Maximum readiness refers to a situation in which hazardous conditions are imminent within the University’s Campuses. This condition denotes a greater sense of danger and urgency than associated with a “Condition 3” event. Actions could also be generated by severe weather warning information issued by the National Weather Service, combined with factors making the event more imminent.
- Tropical Storm Warning: An announcement that tropical-storm conditions are expected within the specified area.
  - Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar.
  - Tornado Warning: A tornado has been sighted or indicated by weather radar.
  - Hurricane Warning: An announcement that hurricane conditions are expected within the specified area.
  - Flood Warning: A Flood Warning is issued when flooding is imminent or occurring.
  - Special Events: demonstration/civil disorder in which relatively large-scale localized violence is imminent. Readiness actions may include increasing law enforcement presence, putting hospitals and fire departments on alert, and conducting continuous situation monitoring.
- b. Declaration of “Condition 4” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.



## I. LEVELS OF RESPONSE

The university classifies responses using a three-level system, according to increasing severity. The severity of an incident will be identified by the incident commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and university property, as well as the ability of the university to handle the incident.

1. **Level 1:** Level 1 incidents/events are the least severe of the three levels of emergencies. Normal university response services will be able to deal without activation of an EOC. The incident may result in minor injury to members of the campus community and minor damage to university facilities, and will affect a single localized area of the campus.
2. **Level 2:** Level 2 incidents/events require activation of the EOC. Coordination between several campus agencies will be required for an effective response to the incident. The incident may result in major damage to university facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the university campus.
3. **Level 3:** Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of the EOC. A Level 3 incident may result in major damage to several university facilities, mass casualties and severe injury to members of the campus community. The incident will not be localized to a single area and will affect the entire university campus. The university may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.

## J. PLAN ACTIVATION

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments and general procedures to follow during emergency conditions. The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign university staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the EOC

We will employ the needed components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management.

### 1. Initial Response:

Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally assume command and remain in command of the incident until it is resolved, establish a unified command with mutual aid agencies, pass command to help victims or transfer command to those who have legal authority, experience in ICS and want to assume responsibility for the incident. Emergency responders will seek guidance and direction from our local officials and seek technical assistance from local, county, state and federal agencies and industry where appropriate.

### 2. Implementation of ICS/UIC:

The first emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System and serve as the University Incident Commander until relieved by a more senior or more qualified individual or passes command to help victims.

- If the event involves a Police Action, the Incident Commander is the University of Texas Rio Grande Valley Chief of Police or his/her designee acts as the Incident Commander.
- If the emergency situation involves a hazardous material spill, weather related event etc., the Director of Environmental Health, Safety & Risk Management acts as the Incident Commander.
- If the emergency situation involves a Facilities Management related issues (utility outage, water leak, etc.) the acting Incident Commander is the Director of Facilities Management.
- In the event that a specific Department head is not available to serve as the IC, the NIMS is flexible to allow any qualified individual to establish ICS.

**3. External Support Agencies** (e.g., Local Emergency Responders) will support UTRGV ICS and therefore the ICS will become a Unified Command System. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to UTRGV officials, identify response resources required, and direct the on-scene response from the ICP.

**4.** For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the ICP may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the university community. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may



be established, and direction and control of the response transitioned to the Incident Commander. A staging area may also be set up at this time to coordinate resources and provide a check-in location for authorized personnel and responders.

## 5. Source and Use of Resources.

The University will use its own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. The University's need for state resources will come through the normal procurement process. In times of declared local emergency or disaster declarations, local government and the regional Disaster District Chairperson at the Department of Public Safety (DPS)-Hidalgo County will provide resources to the greatest degree possible. UTRGV will seek direct assistance from the University of Texas System in Austin, Texas through the disaster mutual aid agreement when local/county/regional resources are overwhelmed or as appropriate. UT- Rio Grande Valley will follow §418.102 of the Government Code which provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded.

If additional resources are required, then we will, as appropriate:

- Request those resources available to us pursuant to UT System agreements.
- Request emergency service resources that the local City normally provides.
- Request assistance from volunteer groups active in disasters.
- Request assistance from industry or individuals who have resources needed to respond to the emergency situation.

6. When external agencies respond to an emergency situation on either campus, we expect them to conform to the guidance and direction provided by our Incident Commander, which will be in accordance with the NIMS.

## 7. Incident Command System (ICS)

- The University will employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- The UTRGV Incident Commander is responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions, as applicable.

- An Incident Commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
- In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to respond to the emergency.

## 8. Emergency Operations Center (EOC)

For major emergencies and disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

### a. Incident Commanders responsibilities:

- Field Operations.
- Isolating the scene.
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- Warning the university community in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the university community in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the EOC.

### b. The EOC responsibilities:

- Providing resource support for the incident command operations.
- Issuing university community-wide warning through the PIO and University President.
- Issuing instructions and providing information to the university community through the PIO and the University President.
- Support ICS in implementing large-scale evacuation.
- Organizing and implementing shelter and mass arrangements for evacuees.
- Support ICS in implementing traffic control for large-scale evacuations.
- Requesting assistance from the State and other external sources.
- In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.



## 9. State, Federal & Other Assistance

If local resources (local, county, regional) are inadequate to serve the needs, the University will request assistance from the State. Requests for state assistance (e.g., resources and technical assistance) should be made through the UT System Disaster Mutual Aid agreement.

- If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through FEMA.
- For disasters and catastrophic events for which a Presidential Declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The NRF describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response to major incidents involving radioactive materials.
- FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential Emergency or Disaster Declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.
- The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## 10. Emergency Authorities

Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.

### Federal/ State:

Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:

- 1) **Emergency Declaration.** In the event of riot or civil disorder, the county judge and/or mayor may request the Governor to issue an emergency declaration for their jurisdiction and take action to control the situation. Use of the emergency declaration is explained in the Texas Government Code, Chapter 418: emergency Management, Section 418.014 Declaration of State of Disaster
- 2) **Disaster Declaration.** When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the county judge and/or mayor may by executive order or proclamation declare a local state of disaster. The county judge and/or mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act on an appropriate local scale in order to cope with the disaster. These powers include:
  - a. Suspending procedural laws and rules to facilitate a timely response.
  - b. Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
  - c. Restricting the movement of people and occupancy of premises in and around the university.
  - d. Prohibiting the sale or transportation of certain substances.
  - e. Implementing price controls.
  - f. Force evacuation to include the campus community.
  - **Local:**  
A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance.
  - **Authority for Evacuations.** State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from an affected or threatened area within their respective jurisdictions, including areas surrounding the university property. The local city and UTRGV personnel would work cooperatively to ensure efficient evacuation of the affected campus communities.



## K. COMMAND AND CONTROL

1. Vice President for Operations Planning and Construction is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During emergencies or disasters, these responsibilities may be carried out by personnel in the Emergency Command Center (ECC)/Emergency Operations Center (EOC).
2. Vice President for Operations Planning and Construction, in conjunction with Critical Incident Response Team (CIRT), ECC and EOCs, will provide overall direction of the response activities of all departments. During major emergencies or disasters, these responsibilities could be carried out by the UTRGV Police Department, OEM, EOC and the ECC.
3. The CIRT, OEM, ECC & EOC will be managed by Vice President for Operations Planning and Construction.
4. The Incident Commander (IC), assisted by a staff sufficient for the task to be performed, will manage the emergency response at an event site.
5. During emergency operations, department heads will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures (i.e., common communications protocol) may be adopted to facilitate coordinated efforts.
6. If The University of Texas Rio Grande Valley's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from The University of Texas System, other jurisdictions, organized volunteer groups, or the state may be requested. The process for requesting local, state or federal assistance is covered in the "Local, State, Federal, and Other Assistance" section of this plan. External agencies are expected to conform to the general guidance and direction provided by authorities with jurisdiction.

## L. SUPPORT TEAMS

### 1. Leadership Team

Members of the Leadership Team are the heads from each of their respective Divisions and include the following:

- a. President
- b. Chief of Staff
- c. Provost and Senior Vice President for Academic Affairs
- d. Executive Vice President for Finance and Business Affairs and Chief Financial Officer
- e. Executive Vice President Institutional Advancement
- f. Senior Vice President for Governmental and Community Relations
- g. Senior Vice President for Strategic Enrollment and Student Affairs
- h. Senior Vice President for Research and Dean of Graduate College
- i. Dean School of Medicine and Senior Vice President UT Health RGV
- j. Executive Vice Dean of School of Medicine and Vice President UT Health RGV
- k. Vice President for Operations Planning and Construction
- l. Vice President and Director of Athletics
- m. Vice President for University Marketing & Communications

### 2. Incident Management Team

The Incident Management Team (IMT) is comprised of key University personnel whose role is to support UTRGV emergency response goals by providing the command and control operational structure that will assist in delivering necessary services to the campus community during emergencies and critical incidents. In case of an emergency, IMT members will staff the Emergency Operation Center to manage the logistical, fiscal, planning, operational, safety and community issues related to the incident or emergency. Depending on the nature of the incident or emergency, either the entire group or select members will convene to identify and initiate proper response protocols to minimize the negative effects of the incident and immediately begin the recovery process and continuation of university services.

In addition to assisting in the management of emergency incidents, the IMT will serve as a critical resource in emergency operations planning and in identifying and mitigating hazards.

- a. Incident Management Team includes members from:
  - Administration Support Services
  - Safety and Security
  - Office of Emergency Management
  - University Police
  - Environmental Health, Safety & Risk Management
  - Campus Facilities Operations
  - IT Governance & Services
  - IT Enterprise Systems
  - IT Infrastructure
  - Campus Auxiliary Services
  - Business & Admin Services



- Parking and Transportations
- Child Development Center
- Governmental and Community Relations
- Legal Affairs
- Strategic Enrollment and Student Affairs
- College Access & K-12 Partners
- Student Affairs
- Student Life
- Student Rights & Responsibilities
- Residence Life
- University Recreation
- Athletics
- Business Operations Athletics
- Operations Athletics
- Laboratory Manager School of Earth, Environmental, and Marine Sciences
- University Marketing & Communication
- Research
- Laboratory Animal Resources
- School of Medicine
- Center Counseling Center
- Student Health Services
- Clinical Affairs

3. **Emergency Response Teams (ERT)**

Members of the Emergency Response Teams are charged with the initial response to the emergency and include members from the following:

- a. University Police Department
- b. Office of Emergency Management
- c. Environmental Health, Safety & Risk Management
- d. Campus Facilities Operations

#### 4. Critical Incident Stress Management Team

##### **Definition**

The UTRGV Critical Incident Stress Management Team (CISMT) is a partnership between mental health professionals, emergency workers, and faculty and staff members who are interested in preventing and mitigating the negative impact of acute stress on themselves and other members of the university community. They are also interested in accelerating the recovery process once a person or group has been seriously stressed or traumatized.

Mental health professionals who serve on the team as facilitators have at least a Master's degree in psychology, social work, psychiatric nursing, or mental health counseling. Facilitators are specially trained in crisis intervention, stress, acute stress disorder, post-traumatic stress disorder, and grief/loss. Counseling practicum students or interns working at Counseling and Psychological Services (CaPS) or also employed as staff members by the university are accepted to serve on the CISMT but must be supervised by CaPS clinical staff.

Auxiliary support personnel are those who provide supplemental support to the team. They may serve as the front-line, often being the first people, after emergency personnel, in contact with those affected by a critical incident.

##### **Process**

- a. Intervention begins immediately when the CISMT is activated by the Incident Management Team (IMT). IMT activates the CISMT by contacting the Director of Counseling and Psychological Services, who acts as the Team Leader. If the Director is unable to act as Team Leader that duty falls to the CaPS Clinical Supervisor.
- b. All areas used by CISMT will be designated by the Team Leader.
- c. The Team Leader designates auxiliary personnel to:
  - Act as communication liaison between different teams.
  - Make and set up signs directing traffic.
  - Procure materials necessary for use by the facilitators, and Escort affected individuals to the counseling/holding area.
- d. A list of referral sources will be made available to affected persons. The therapist will assist with making contact with the referral agency if necessary and appropriate. If the client is a currently enrolled UTRGV student, a referral to the UTRGV Counseling and Psychological Services will be made. All others may be referred to the Employee Assistance Program (EAP) or various community resources.



### **Examples of Critical Incidents (not limited to)**

- a. **Campus or Community:** Fire, Flood, Terrorism, Hurricane, Earthquake, Environmental pollution, Community-wide disasters, Multiple injuries or fatalities, Homicides in the community, Media reports of crimes of violence, Child-related traumatic events.
  
- b. **Personal:** Vehicle accident involving injury and/or substantial property damage, Observing or being aware of an unethical act by a colleague, Industrial accidents involving serious injury or fatalities, line of duty injury/death among law enforcement or other first responders, Sudden or unexpected death of a relative or colleague, Injury or death to a child, witnessing or being the subject of an armed robbery, Observing a murder or having someone you know murdered, Acts of harm to persons in the care of others, discharge of firearm or explosive device, Aggravated and sexual assaults/abuse, Suicide or attempted suicide, Psychological abuse, Any life threatening experience, Media reports.

### **Team Responsibilities**

#### **Facilitators**

- Wear CISMT name badge at all times during incident.
- When called, activate core team members.
- Report to designated command center.
- Brief core team members on incident.
- Make core team assignments.
- Collaborate with departments involved when arranging sessions so they do not conflict with aftermath events, such as funerals, memorials, etc.
- Introduce self and other team members.
- Introduce your department and its role on campus or in the community.
- Introduce other local care givers who are present.
- Remind people that participation is encouraged, but voluntary.
- Provide participants with information on self-care and where they can get follow-up assistance.
- Set up follow-up sessions and additional services and referrals, as needed.
- Assure participants of the University's on-going support, concern, and assistance.
- Thank participants for attending.
- Arrange for team members to meet after the sessions.

### **Auxiliary Support**

- Wear CISMT name badge at all times during incident.
- Give tissue and water, if necessary.
- Help dispense printed material.
- Let people know where the bathrooms are.
- Inform people where they can and cannot smoke.
- Provide directions for people about where they can go for help or information.
- Provide local crisis telephone numbers.
- Assist in keeping media away from sensitive areas.
- Keep bystanders away from emergency crews.
- Keep family members of students in a designated area.
- Relay messages to facilitators as necessary.
- Carry cell phones for easier communication.
- Assure participants of the University's on-going support, concern, and assistance.

### **5. External Support Agencies**

**a. Emergency Services:** emergency services include the incident commander (IC) and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

- Municipal Fire Departments
- Municipal Police Departments
- County Sheriff Departments

**b. Emergency Support Services:** this group includes departments and agencies that support and sustain emergency responders and coordinate emergency assistance provided by organized volunteer organizations, businesses, and other sources.

- County Office of Emergency Management
- Texas Department of Emergency Management (TDEM)

**c. Volunteer and Other Services:** this group includes organized volunteer groups and campus groups who have agreed to provide certain support for emergency operations.

- American Red Cross.



## M. ORGANIZATION, ASSIGNMENT OF RESPONSIBILITIES, AND FUNCTIONS

Response to emergency situations or incidents requires an action plan. Action plans are the foundation of the Incident Command System and can be generalized or specific to an organization, division, or teams.

### 1. General Organization

During emergency situations, the normal organizational arrangements for campus departments and agencies are modified to facilitate emergency operations. The university's emergency organization system includes an Emergency Operations Centers (EOC), Incident Command Post (ICP), the Incident Management Team (IMT) and the Emergency Response Team (ERT)

#### a. Emergency Operations Center (EOC)

The EOC is a special facility that will allow the university's IMT and officials to direct and coordinate necessary resources and personnel during an emergency situation.

#### b. Incident Command Post (ICP)

Upon the occurrence of an incident, an ICP or command posts will be established in the vicinity of the incident site(s). The Incident Commander (IC) will be responsible for directing the emergency response and managing the resources at the incident scene.

#### c. Incident Management Team (IMT)

The IMT provides guidance and direction for emergency management programs and for emergency response and recovery operations.

#### d. Emergency Response Team (ERT)

The Emergency Response Team is charged with immediate response to the emergency and consists of members from The Office of Emergency Management, Facilities, Department of Environmental Health, Safety & Risk Management, and the University of Texas Police Department.

### 2. Assignment of Responsibilities

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, university officials, departments, agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Primary responsibility for an emergency function will be assigned to an individual from the department or agency that has responsibility for that function or possesses the most appropriate knowledge and skills. Other university officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the Emergency Operations Plan that addresses that function. In addition to the general responsibilities listed in this section, specific responsibilities can be found in the annexes to this plan.

**a. Emergency Management Coordinator (EMC)**

The Coordinator of The Office of Emergency Management will serve as the overall Emergency Management Coordinator. The EMC will have the following responsibilities:

- Assess the extent of the emergency and its consequences on personnel, facilities and the environment and direct and coordinate the emergency response effort on campus to resolve the emergency.
- Ensure that appropriate in-house emergency personnel and fire and emergency medical Services have been called.
- Notify the following In the case of a level 2, 3 or 4 emergency situation:
  - Critical Incident Response Team (CIRT)
  - Incident Management Team (IMT)
- Ensure that appropriate off-campus organizations have been called.
- Instruct the Public Information Officers to prepare a news release, if necessary.
- Establish contacts with appropriate local, state & federal agencies.
- Establish a communications network using available staff, materials, and equipment.
- Coordinate with Campus Facilities Operations and Environmental Health, Safety & Risk Management to assess the extent of damage to the University.
- Review and update this plan annually
- Ensure that periodic emergency response exercises are conducted.
- Confirm that Environmental Health, Safety & Risk Management has notified the appropriate insurance carriers.
- If necessary, ensure that Health Services is activated.
- Determine appropriate assembly area on campus to send evacuees.
- Provide appropriate training to personnel to ensure compliance with the Emergency Operations Plan.
- Assist in sending emergency mass notifications to warn campus community of emergency situations.



**b. Director - Environmental Health, Safety & Risk Management:**

The Director will provide support to confirm the magnitude of the emergency. The Director of Environmental Health, Safety & Risk Management will have the following responsibilities:

- Serve as a resource & liaison to internal departments and external agencies on issues of safety, environment, chemicals, fire, radiation, and public health during all emergency incidents.
- Assess chemical, radiological, biological, and asbestos releases and take appropriate action.
- Provide proper personal protective equipment (PPE) to workers.
- Maintain emergency supplies and equipment to handle hazardous material spills.
- If required, ensure that the appropriate local, state, and federal agencies have been notified of any environmental releases.
- Maintain a list of toxic substances in each facility.
- Provide chemical information and MSDSs as requested.
- Arrange for disposal of any hazardous waste generated on campus by the incident.
- Submit required reports with regulatory agencies.
- Review and update the Emergency Operations Plan annually and update the call lists quarterly.
- Ensure that the Department of Health, State Water Control Board, and local water and sewer authorities have been informed of any threats to the public water supply or public sewers.
- Conduct an annual inspection of the facility to ensure compliance with applicable fire safety and OSHA regulations.
- Notify Risk Management of the incident and document losses.
- Reset fire alarms and allow for reentry into buildings when the situation is determined to be safe.
- Replace used fire extinguishers.
- Arrange a fire watch for areas unprotected by fire alarms or fire protection systems.
- Post evacuation signs and train employees in the use of fire extinguishers.

**c. Director - Information Technology**

- Will be contacted and become actively involved for assistance with computer resources or any emergency involving any part of the Informational Technologies facilities.
- Participate in the off-campus notification process using information technology and establish background servers to be used for information and email platform.

**d. University Chief of Police**

The University Chief of Police will place into immediate effect the appropriate procedures necessary to meet the emergency and safeguard persons and property. The University Chief of Police will oversee the following responsibilities:

- Conducted Law Enforcement duties as outlined in department Standard Operating Procedures
- Review and update the Emergency Operations Plan annually
- Evaluation of the incident for potential hazards and the need for emergency personnel.
- Initiate Evacuation an area or building if necessary to protect the health and safety of occupants. Ensure that all occupants have evacuated.
- Operate the on-scene command post.
- Assist in warning the campus community.
- Enforce access control to the hazard area on campus.
- Assist municipal Police with traffic control if requested.
- Provide security for evacuated areas on campus. Act as a liaison with the City's Emergency Operations Center.
- Ensure that the incident is properly documented and in charge of subsequent investigation if needed.
- Coordinate traffic control at the University to limit movement into affected areas.
- Provide security at the University assembly points
- Prepare and stock necessary barricade materials and signs for traffic control.

**e. Director – Campus Facilities Operations**

The Director of Campus Facilities Operations will assess damage and assume responsibility for corrective actions necessary to restore the university to operational status and will ensure that Facilities Management performs the following:

- Provide technical support concerning electrical, plumbing, heating, ventilation systems, mechanical, and structural components.
- Provide personnel to assist with the evacuation.
- Provide equipment, supplies, and staff to prevent damage or further damage to campus facilities during and after the emergency.
- Supply contact phone numbers for resources which may be required during the incident.
- Obtain the assistance of utility companies as required for emergency operations.
- Stop gas, electric, and water Services to affected buildings if appropriate.
- Shutdown air-handling units as necessary.
- Have available gasoline powered emergency generators which can be transported to necessary locations.
- Provide emergency lighting if needed.
- Provide debris removal if required.
- Work with the Police Department and local authorities to free and evacuate victims.
- Determine extent of damage and structural safety of buildings.
- Set up portable toilets as needed.
- Provide necessary vehicles and operators to support the impending or actual emergency.
- Coordinate the acquisition of potable water if there is a disruption in water Service.



### 3. Support Functions

#### a. Vice President – University Marketing and Communications

- University Marketing and Communications will be responsible for the release of information to the public to include the following: Ensure that accurate and timely information is disseminated to the public, university personnel, and the press concerning the incident and emergency operations.
- Serve as the primary university contact point for media inquiries and releases of public information. The University Marketing and Communications Department may refer the media to knowledgeable sources at the University for Additional Information.
- Notify the public of the telephone number to call for information concerning evacuees.
- Assist with the staffing of phone banks in the Emergency Operations Center.
- Obtain information necessary to adequately brief members of the press.
- Monitor television and radio broadcasts to ensure that correct information is being released to the public.
- Prepare and disseminate announcements concerning canceling or resumption of classes and university activities.
- Notify the university's radio & TV stations to broadcast an evacuation notice.

#### b. Dean of Students

The Dean of Students will:

- Coordinate activities or direct Director of Residential Life and Director of Counseling & Psychological Services to participate in emergency response activities.
- Incorporate interests of students into emergency response activities

#### c. Director of Residential Life

The Director of Residential Life will:

- Determine the approximate number of students who will require emergency shelter.
- Determine which on-campus facilities can be used for emergency shelter.
- Direct and coordinate an order to shelter-in-place or evacuate the residence halls.
- Coordinate the registration of students and staff on the evacuation buses.
- Work with the American Red Cross and Department of Social Services in relocating students for long term evacuations.
- Ensure that residents are aware of fire safety measures and the evacuation plan for their building.

#### d. Director of Student Health Services

The Director of Student Health Services will:

- Assist in providing medical care to victims.
- Provide training materials on infectious diseases.
- Make arrangements to give prophylaxis to those who may have come in contact with a victim who has a life-threatening infectious disease.
- Arrangements have been made to facilitate this service to Students, Facility, and Staff.

**e. Director – Counseling & Psychological Services**

- Invoke the Critical Incident Stress Management Team
- providing counseling to persons affected by the incident
- Provide Incident debriefing to emergency response personnel

**f. Campus Alert Functions**

Primary responsibility for these functions is assigned to the UTRGV PD dispatch as supervised by the UTRGV chief of Police and/or the Office Emergency Management.

Emergency tasks to be performed include:

- Receive information on emergency situations
- Alert key university officials of emergency situations
- Disseminate warning information and instructions to the university through available warning systems
- Disseminate warning and instructions to special facilities
- Provide updates to the campus community as directed by the incident commander

**g. Communications Functions**

Primary responsibility for these functions is assigned to the Director for Marketing and Communications who will maintain the Communications section of this document of this plan and supporting SOPs. Emergency tasks to be performed include:

- Identify the external communications systems available within the local area and determine the connectivity of these systems
- Develop plans and procedures for coordinated use of the various communications systems available outside and within the university
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations

**h. Law Enforcement Functions**

Primary responsibility for these functions is assigned to the UTRV chief of Police in coordination with other law enforcement agencies—who will prepare and maintain the Law Enforcement Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintaining law and order
- Controlling traffic
- Coordinating terrorist incident response
- Providing security for vital facilities, evacuated areas, and shelters
- Accessing control for damaged or contaminated areas
- Providing warning support
- Performing post-incident reconnaissance and damage assessment
- Preparing and maintaining law enforcement resource inventory



**i. Biological Protection Functions**

Primary responsibility for these functions is assigned to the Director of Environmental Health, Safety & Risk Management and is implemented by the institutional bio-safety officer who will prepare and maintain the HAZMAT Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintain inventory of emergency response equipment
- Ensure personnel have current training in response, containment and decontamination procedures
- Respond to biological incidents and make notifications concerning incidents to appropriate institutional authorities
- Utilize current applicable Laboratory Safety procedure documents to conduct biological risk assessments and assist researchers in developing emergency plans
- Determine when affected areas may be released for safe re-entry and occupancy
- Complete and submit necessary incident reports; conduct follow-up on recommendations

**j. Radiological Protection Functions**

Primary responsibility for these functions is assigned to the Director of Environmental Health, Safety & Risk Management and implemented by the radiation safety officer who will prepare and maintain the HAZMAT Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Maintain inventory of radiological equipment and emergency supplies
- Ensure response personnel have current training in radiological monitoring,
- Respond to radiological incidents and terrorist incidents involving radiological materials
- Determine areas at risk and areas for which protective actions may be implemented
- Make notification concerning radiological incidents to state and federal authorities
- Determine when affected areas may be released for safe reentry and occupancy
- Complete and submit necessary incident reports

**k. Hazardous Materials and Oil Spill Functions**

The primary responsibility for these functions is assigned to the Director of Environmental Health, Safety & Risk Management—in coordination with the Edinburg Fire and Police chiefs—who will prepare and maintain the HAZMAT Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Establish ICS to manage the response to hazmat incidents, in accordance with applicable local federal regulations and guidelines
- Establish the incident response functional areas (e.g., hot zone, cold zone, etc.)
- Determine and implement requirements for personal protective equipment for emergency responders
- Initiate appropriate actions to control and eliminate hazards in accordance with established hazmat response guidelines
- Determine areas at risk and areas for which protective actions may be implemented
- Determine when affected areas may be released for safe reentry and occupancy
- Complete and submit necessary incident reports

**I. Firefighting Functions**

Primary responsibility for these functions is assigned to the designated University Fire Marshal in coordination with the chief of the City Fire Department. The university fire marshal will prepare and maintain the Fire Response Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Executing fire prevention activities, including education and informational activities
- Performing fire detection and control
- Performing hazmat and oil spill response
- Providing evacuation support
- Performing post-incident reconnaissance and damage assessment
- Performing fire safety inspection of temporary shelters
- Preparing and maintaining fire resource inventory

**m. Terrorist Incident Response Functions**

Primary responsibility for these functions is assigned to the chief of University PD— In coordination with the local and county police chiefs—who will prepare and maintain the CBRN/Explosion Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Coordinating and carrying out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities
- Coordinating and carrying out offensive counter-terrorist operations to neutralize terrorist activities
- Carrying out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property
- Ensuring required notification of terrorist incidents is made to state and federal Authorities

**n. Building Evacuation/Shelter Functions**

Primary responsibility for these functions is assigned to the Emergency Management Coordinator of Emergency Preparedness.

**o. Faculty Responsibilities**

Faculty members are responsible for notifying their floor/department coordinator of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Faculty members should not leave a student at a staging area until the designated escort has arrived and assumed responsibility for the student. It is the responsibility of all university faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.



**p. Campus Evacuation Functions**

Primary responsibility for these functions is assigned to the UTRGV Chief of Police in coordination with the local officials who will prepare and maintain the Evacuation Annex of this plan and supporting SOPs. To ensure safe evacuation during a high-level emergency or disaster, The UTRGV Chief of Police shall:

- Identify areas where evacuation has already taken place or where it is necessary, and determine at-risk population
- Perform evacuation planning for known risk areas, including route selection and determination of traffic control requirements
- Determine emergency public information requirements See Section O. Communications of this document

**q. Recovery Functions**

Primary responsibility for these functions is assigned to the Director of Campus Facilities Operations who will prepare and maintain the Utility Disruptions Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Establishing and training a damage assessment team using university personnel, and coordinating the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist in this area
- Assessing and compiling information on damage to university property and needs of emergency and disaster victims, and formulate and carry out programs to fill those needs
- Compiling information for use by the university officials in requesting state or federal disaster assistance, if damages are beyond the university's capability to deal with
- Coordinating with state and federal agencies to carry out authorized recovery programs, if it is determined that the university is eligible for state or federal disaster assistance

**r. Public Works and Engineering Functions**

Primary responsibility for these functions is assigned to the Director for Campus Facilities Operations who will prepare and maintain the Utility Disruptions Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Protecting university facilities and vital equipment where possible
- Assessing damage to streets, traffic control devices, and other public facilities
- Directing temporary repair of vital facilities
- Restoring damaged university roads
- Restoring university waste treatment and disposal systems
- Arranging for debris removal
- Providing general damage assessment support
- Providing building inspection support
- Providing specialized equipment to support emergency operations
- Supporting traffic control and search and rescue operations

**s. Utilities Functions**

- Primary responsibility for these functions is assigned to the Director of Campus Facilities Operations who will maintain the Utility Disruptions Annex of this plan and supporting SOPs. Emergency tasks to be performed include:

- Prioritizing restoration of utility service to vital facilities and other facilities.
- Arranging for the provision of emergency power sources where required.

- Assessing damage, and estimating needs in order to repair and restore university utilities.

**t. Resource Management Functions**

Primary responsibility for these functions is assigned to the Director of Environmental Health, Safety & Risk Management and Director of Purchasing. Emergency tasks to be performed include:

- Maintaining an inventory of emergency resources.
- Locating supplies, equipment, and personnel to meet specific needs during emergency operations.
- Maintaining a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establishing emergency purchasing procedures and coordinating emergency procurements.
- Establishing and maintaining a personnel reserve, and coordinating assignment of reserve personnel to departments and agencies that require augmentation.
- Coordinating transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- Establishing staging areas for resources if required.
- Identifying to the Donations Management Coordinator.
- Maintaining records of emergency-related expenditures for purchases and personnel.

**u. Counseling and Mental Health Center Functions**

Primary responsibility for these functions is assigned to the Director of the Counseling and Advisement Center. Emergency tasks to be performed include:

- Coordinating the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
- Coordinating mental health care and support during emergency situations.
- Providing public mental health information and education.

**v. Hazard Mitigation Functions**

The primary responsibility for these functions is assigned to the Emergency Management Director. Emergency tasks to be performed include:

- Maintaining the local hazard analysis.
- Identifying beneficial pre-disaster hazard mitigation projects, and seeking approval from local officials to implement such projects.
- Determining appropriate actions to mitigate the situation and coordinate implementation of those actions in the aftermath of an emergency.
- Coordinating and carrying out a post-disaster hazard mitigation program.

**w. Legal Functions**

The primary responsibility for these functions is assigned to the University's chief Legal Officer and supporting SOPs. Emergency tasks to be performed include:

- Advising local officials on emergency powers of local government and procedures for invoking those measures.
- Reviewing and advising the local officials on possible legal issues arising from disaster operations.



- Preparing and/or recommending legislation to implement the emergency powers that may be required during an emergency.
- Advising local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

#### 4. External Support Agencies

Handling an emergency and possible evacuation of the campus and subsequent care of evacuees will require the assistance and cooperation of several off-campus agencies. The following local agencies will provide emergency response and supporting actions in managing the evacuation.

##### a. Municipal Fire Department

The City Fire Chief will serve as the on-scene commander. The on-scene commander will have the following responsibilities:

- Respond to an emergency involving a fire, hazardous material or natural disaster.
- Have overall authority at the scene, except for terrorism events.
- Order employees and students to shelter-in-place or evacuate
- Determine the need for emergency equipment and the scope of an evacuation.
- Determine the appropriate off-campus evacuation center.
- Attempt to resolve the emergency by using available resources.
- Ensure that adequate fire, police, and rescue personnel have been called to the scene.
- Alert the Emergency Services Coordinator for the City of a potential evacuation.
- Notify the Emergency Services Coordinator for the City of initiation of the evacuation, scope and medical needs of the evacuees and any potential problems the evacuees may encounter.
- Coordinate the evacuation at the scene.
- Ensure that the appropriate hazardous materials teams have been called.
- Establish and conduct Decontamination procedures

##### b. Municipal Police Department

- Assist in warning and evacuation of the campus as requested by the EC.
- Assist in the enforcement of access control to off-site hazard areas.
- Provide traffic control leading into the university.
- Provide crowd control and security at the evacuation center.

##### c. Emergency Medical Service Provider

- Provide Medical Assistance where needed
- Set up medical triage
- Advise local hospitals of Mass Casualty Incidents
- Transport individuals to hospitals in emergency situations.

##### d. County Health Department

- Provide emergency health services, health personnel, medicines, and sanitation needs to the Emergency shelters
- Act as a resource for information concerning infectious diseases.
- Coordinate decontamination procedures with Local Fire Department

**e. Texas Department of State Health Services**

- Provide emergency health Services, health personnel, medicines, and sanitation needs to the Emergency shelters.
- Act as a resource for information concerning infectious diseases.

**f. American Red Cross**

The American Red provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides:

- Registration of evacuees.
- Assignment of space in the Emergency shelters for bedding of evacuees.
- Provide limited medical assistance.
- Provide recreational Services.
- Provide emergency clothing.
- Feeding.
- Provide trained volunteers to assist with activities at the Emergency shelters.
- Provide emergency communications for shelter operations.
- Assist with damage assessment reports.

**g. The Salvation Army (TSA)**

The Salvation Army provides emergency assistance in the form of mass and mobile feeding, temporary shelter, counseling services, missing person services, medical assistance, and warehousing and distributing donated goods including food, clothing, and household items.



## **N. LOCAL, STATE, FEDERAL, AND OTHER ASSISTANCE**

If The University of Texas Rio Grande Valley's resources are inadequate to meet the needs of an emergency situation, the university will request assistance from the following Jurisdictions in the following order:

- a. City
- b. County
- c. State
- d. Federal

All external assistance furnished to the university is intended to supplement university resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

As noted previously, the university must request assistance from the City and County before requesting state assistance.

### **1. State Assistance**

Requests for assistance from the City, County, and the State of Texas should be made to the local County EOC. In essence, state emergency assistance to local governments begins at the city level and the key person to validate a request for, obtain, and provide state assistance and support is the City Emergency Management Coordinator. This official has the authority to request city and county resources within the district to respond to a request for assistance.

A request for state assistance must be made by the Director of Environmental Health, Safety & Risk Management and/or the Chief of UTPD, and may be made by telephone, fax, or e-mail.

The County EOC Coordinator will forward requests for assistance that cannot be satisfied by resources within the area to the state EOC for action.

### **2. Federal Assistance**

If resources required to control an emergency situation are not available within the city and county, the governor of Texas may request assistance from other states pursuant to a number of interstate compacts. In this instance the governor may also request assistance from the federal government through the Federal Emergency Management Agency (FEMA).

For major emergencies and disasters for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The Federal Radiological Emergency Response Plan (FRERP) addresses the federal response to major incidents involving radioactive materials.

FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration, and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See the Recovery Annex for additional information on the assistance that maybe available during disaster recovery.

## O. CONTINUITY OF OPERATIONS

The line of succession during emergencies for The University of Texas Rio Grande Valley is as follows:

1. The line of succession for the President is:
  - a. Chief of Staff
  - b. Executive Vice President for Finance and Business Affairs and Chief Financial Officer
2. The line of succession for the Emergency Management Director is:
  - a. The Emergency Management Coordinator
  - b. Vice President for Operations Planning and Construction

The lines of succession for each of our division and department heads shall be established by those areas.

## P. EMERGENCY FACILITIES

### 1. Emergency Operations Center:

The University of Texas Rio Grande Valley maintains the university EOC. During campus-wide emergencies, the EOC serves as the command center for The University of Texas Rio Grande Valley's response and recovery operations. A variety of communications tools are employed by the EOC to aid in the receipt and release of vital information.

The EOC brings together decision makers to coordinate the flow of information and strategy development. A variety of organizations and government agencies may be represented during an EOC activation, depending on the type and severity of emergency.

#### a. EOC Activation

The following individuals are authorized to activate the EOC:

- The President or designated individual.
- Chief of Staff
- Vice President for Operations Planning and Construction
- The Emergency Management Director
- The Emergency Management Coordinator
- The UTRGV Chief of Police.



**b. General EOC Responsibilities**

The general responsibilities of all EOCs are to:

- Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action
- Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services
- Provide resource support for emergency operations
- Suspend or curtail government services, recommend the closure of schools and businesses and the cancellation of public events
- Organize and activate large-scale evacuation and mass care operations provide emergency information to the public

**c. EOC Staffing**

Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. They include specific members of the Executive Team and Incident Management Team

The primary on-site EOC is located at:

**University Police Department**  
The University of Texas – Rio Grande Valley  
1201 West University Dr.  
Edinburg, Texas 78539  
(956) 882-7777

The secondary location is:

**Biomedical Research Building**  
The University of Texas – Rio Grande Valley  
One West University Boulevard  
Brownsville, Texas 78520  
(956) 882-7777

**2. Incident Command Post (ICP)**

Upon the occurrence of an incident, an ICP or command post(s) will be established in the vicinity of the incident site(s). The IC will be responsible for directing the emergency response and managing the resources at the incident scene.

The ICP may be established in a Mobile Command Center.

## Q. DEPARTMENT SPECIFIC PLANS

The Department Specific Plans contain the emergency response plans for these departments and provide specific information for function areas in which these departments have the primary responsibility.

It is the responsibility of each department to develop and maintain department specific plans that contain the emergency response plans in support of the Emergency Operations Plan.

## R. COMMUNICATIONS

Rapid and timely communication of information to the university public during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents. The University of Texas - Rio Grande Valley utilizes several means of communication in managing varying levels of incidents.

### 1. Target Audiences

A determination regarding what segment of the campus community (staff, faculty, students and visitors), or specific campus location within the Rio Grande Valley, will receive the notification shall be based on the nature, severity and location of the emergency. The same procedures will be used to notify the larger community.

### 2. Methods

Because each situation will present unique challenges, some or all of these communication methods will be used in an emergency. Follow-up messages to the university and to broader audiences such as parents and alumni will be disseminated as needed.

Depending on the nature of the emergency, methods that may be deployed include the following:

#### a. **Emergency Alert Notification**

The University's mass notification system has the ability to simultaneously notify faculty, staff, students and visitors via the following mechanisms in the event of an imminent crisis:

- **Text message** to the UTRGV community on cell phones entered in Oracle (staff and faculty) and Banner Assist (students).
- **Voicemail** to the UTRGV community on cell phones entered in Oracle (staff and faculty) and Banner Assist (students).
- **Email** to the UTRGV community on university issued emails to students, staff and faculty.
- **Social Media (Facebook & Twitter)**—The University has a Facebook and Twitter account managed by University Marketing and Communications. These social networking sites are effective mechanisms for sending out an alert, as well as getting pulse of the local community.



**b. University Web Pages**

Current information regarding the status of the university is always available on the university's web page(s), including, but not limited to, the main web page, the Office of Emergency Management web page and other web pages as appropriate. During and following emergency situations, information as it applies to the university public will be posted on these web pages as it becomes available, including information about such things as university closure, class suspensions etc.

Types of Information

**Informational:** communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions); university employees and students may unsubscribe from receiving informational messages via the university group e-mail system

**Operational:** communication that requires some action on the recipient's part or a required notification by the university (i.e., a message about benefits eligible information)

**Official:** non-urgent communication from an executive officer (i.e., a message from the university president)

**Critical:** important announcement from an executive officer regarding an imminent event, such as the campus closing, or specific class cancellations. In this case, the use of a banner across the University's main web page can be used

**Urgent:** announcement regarding a crisis such as a bomb threat, explosion, or shooting. In this case the University's main website will be replaced with an emergency website

**c. Local Media**

Marketing and Communications will send press releases and contact local media. Because of the transient nature of our population, the university depends a great deal on broadcast and online media to notify students, faculty, and staff of emergencies before or during their commutes.

**d. Door to door**

The UTRGV police, in conjunction with delegated members of the campus community can employ building sweeps/door to door notifications and a police patrol public address system to notify the campus community.

### 3. Procedures for Notification

Each one of the respective incident commanders for the following departments will designate an individual to relay communications for each of the respective entities charged with oversight/response to a respective incident:

- University Police Department
- Environmental Health, Safety & Risk Management
- Campus Facilities Operations

In the event of an emergency, it will be incumbent upon the incident commander to rely on the designated individual because the IC will most likely be busy with the incident and therefore not be able to make the appropriate notifications.

The designated individual will be charged with coordinating with the incident commander and notifying some or all of the following entities in the event of an incident on the UTRGV campuses:

- External Emergency Response Teams
- Internal Emergency Response Teams
- The UTRGV Community
- Incident Management Team
- Emerging Research University Planning Committee
- Marketing and Communications
- External Entities
  - a. Local Media
  - b. University of Texas – System Risk Management
  - c. University of Texas – System Police

#### Notification Procedure

It is the UTRGV's intention to make the best decisions possible to ensure the safety of the university community based on the information available at the time a decision is warranted. A case-by-case analysis is conducted in determining whether or not to activate the emergency notification system.

Determining factors include but are not limited to:

- Nature of the Incident
- Location of the Incident
- Potential Impact of the incident on the Campus Community



### Immediate Danger

If there is an immediate danger to the UTRGV community (e.g. severe weather event, hazardous material spill) each of the respective incident commanders and their designated individuals have the authority to send an emergency message to apprise the potentially affected community of any impending danger. The health and safety of the UTRGV community is first and foremost the priority in this type of event and will dictate the precedence of the notification. UTRGV will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### Passive Event

In a passive event (e.g. hurricane) in which there is not an immediate threat to the community, it is the responsibility of Marketing and Communications, in conjunction with the President's Office and the respective incident commander to determine the content of and appropriate mechanisms for notification and to formulate the appropriate message to the respective parties.

#### 4. Criteria and Communication

The following communication options, and the respective responsibilities, will be utilized during an emergency, with the university adapting accordingly to best fit communication needs at the time of the incident.

##### Communication Options

Entity	Notification Method	Responsibility
External Emergency Response	Phone	Incident Commander
Internal Emergency Response Team	Emergency Alert Notification Phone	Incident Commander
The UTRGV Community	Emergency Alert Notification Door to door UTRGV EMAIL UTRGV main website	Incident Commander
Incident Management Team	Emergency Alert Notification	Incident Commander
Leadership Team	Emergency Alert Notification UTRGV EMAIL Phone	Incident Commander
Marketing and Communications	Emergency Alert Notification UTRGV EMAIL Phone	Incident Commander
External Entities – Local Media	Phone EMAIL	Marketing and Communications
External Entities – UT System Risk Management	EMAIL Phone	Environmental Health, Safety & Risk Management
External Entities – UT System Administration	EMAIL Phone	President
External Entities – UT System Police	EMAIL Phone	Chief of Police

#### 5. All Clear Notification

An “All Clear” message will be issued through the same communications methods used to announce that a particular emergency existed when the incident has abated.



## 6. Testing

The University's Emergency Alert Notification system is tested once a month by the Office of Emergency Management (OEM). An actual incident in which the Emergency Alert Notification system was activated does not qualify as a test. Each use of the University's Emergency Alert Notification system either by test or incident is automatically documented by the Emergency Alert Notification system.

## S. ADMINISTRATION AND SUPPORT

### 1. Agreements and Contracts

Should university resources prove to be inadequate during an emergency; requests will be made for assistance from The University of Texas System, local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- a. All agreements will be entered into by authorized officials and should be in writing whenever possible
- b. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those document

### 2. Reports

#### a. Hazmat Spill Reports

- If the university is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report.
- If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are made.
- See the Hazardous Materials Response Annex, for more information.

#### b. Initial Emergency Reports

- An initial emergency report is a short report that should be prepared and transmitted by the appropriate EOC/IMT when an ongoing emergency incident appears likely to worsen and assistance from other local governments or the state may be needed.

#### c. Situation Reports

- A daily situation report should be prepared and distributed by the appropriate EOC, during major emergencies or disasters.

#### d. Other Reports

- Several other reports covering specific functions are described in the annexes to this plan.

### 3. Record Keeping for Emergency Operations

Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds and must provide reasonable accountability and justification for expenditures made to support emergency operations within the respective area. This will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

### 4. Activity Logs

The ICP and the EOC will maintain accurate logs recording key response activities, including:

- a. Activation or deactivation of emergency facilities.
- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Casualties.
- h. Containment or termination of the incident.

### 5. Incident Costs

All departments and agencies will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department/agency budgets.

### 6. Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- a. Personnel costs, especially overtime costs
- b. Equipment operations costs
- c. Costs for leased or rented equipment
- d. Costs for contract services to support emergency operations
- e. Costs of specialized supplies expended for emergency operation

**Note:** these records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.



## **7. Preservation of Records**

In order to continue normal government operations following an emergency situation/disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs
- If records are damaged during an emergency, the university will seek professional assistance to preserve and restore them

## **8. Public Protection**

Public complaints regarding alleged unfair or illegal business practices often occurring in the aftermath of a disaster. Such complaints will be referred to the University's Chief Legal Officer.

**T. POST-INCIDENT AND EXERCISE REVIEW**

The Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

**U. DISTRIBUTION LIST**

**Distribution of Planning Documents**

The Emergency Management Coordinator shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be made available to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the University EOC, The University of Texas System, and other emergency facilities.

**Made Available to:**

- Leadership Team
- Incident Management Team (IMT)
- UTRGV Police Dispatch Centers

**V. Appendices**

Appendix	Name	Date Adopted
1	UTRGV Locations	07/07/2023



**W. Annexes**

Crisis Communications	Sensitive
Fire	Non-Sensitive
Hazmat Response	Sensitive
Hurricane Response	Non-Sensitive
Inclement Weather	Sensitive
Infectious Disease Outbreak	Sensitive
Information Technology	Sensitive
Law Enforcement	Sensitive
Loss of Life	Sensitive

## Appendix 1 - UTRGV Locations

UTRGV Brownsville Locations			
Building Code	Building Name	Address	Zip Code
BASFC	ACADEMIC SUPPORT FACILITY	485 Ringgold Rd., Brownsville, TX	78520
BBRHB	Biomedical Research & Health	780 Ringgold Rd., Brownsville, TX	78520
BBCLC	UT Health at Bob Clark	9901 California Rd., Brownsville, TX	78520
BCASA	Casa Bella	2651 FJRM Ave., Brownsville, TX	78520
BCAVL	Cavalry Hall	82 Gorgas Dr. Brownsville, TX	78520
BCMHC	Brownsville Texas Child Mental Health Care Consortium	1534 E. 6th St., Suite 2B, Brownsville, TX	78520
BCRTZ	Cortez Hall	2110 Ridgely Rd., Brownsville, TX	78520
BCUET	Cueto House	1301 E. Madison, Brownsville, TX	78520
BCULP	CENTRAL UTILITY PLANT	One West University Blvd., Brownsville, TX	78520
BGYMA	Gymnasium Annex	46 Gorgas Dr., Brownsville, TX	78520
BGYMN	Garza Gymnasium	46 Gorgas Dr., Brownsville, TX	78520
BINAB	Interdisciplinary Academic Building	2070 University Blvd., Brownsville, TX	78520
BLCBR	Luis V. Colom Biomedical Research Facility	780 Ringgold Rd., Brownsville, TX	78520
BLHSB	Life & Health Sciences	780 Ringgold Rd., Brownsville, TX	78520
BLIBR	UNIVERSITY LIBRARY	One West University Blvd., Brownsville, TX	78520
BLUSN	Lusena House	1325 E. Madison, Brownsville, TX	78520
BMAIN	Main	One West University Blvd., Brownsville, TX	78520
BMSLC	Music, Science and Learning Center	One West University Blvd., Brownsville, TX	78520
BNOBL	NORTH OFFICE BUILDING	2168 E. Jackson St., Brownsville, TX	78520
BPOB1	PORTABLE BLDG 1	1024 E. 24th St., Brownsville, TX	78520
BPOB2	PORTABLE BLDG 2	1024 E. 24th St., Brownsville, TX	78520
BPOB3	PORTABLE BLDG 3 (FACILITIES STORAGE)	485 Ringgold Rd., Brownsville, TX	78520
BROBL	Research Office Building	2100 East Jackson, Brownsville, TX	78520
BRUST	Rusteberg Hall	2101 Gorgas Dr., Brownsville, TX	78520
BSABH	Sabal Hall	One West University Blvd., Brownsville, TX	78520
BSETB	Science Engineering. & Technology	2110 Ridgely Rd., Brownsville, TX	78520
BSTAR	Stargate	52059 State Highway 4, Brownsville, TX	78520
BSTJO	UTRGV at St. Joseph's Academy	101 Saint Joseph Dr., Brownsville, TX	78520
BSTOR	Bookstore	83 Fort Brown St., Brownsville, TX	78520
BSTUN	Student Union Building	98 Gorgas Dr., Brownsville, TX	78520



BTACB	The Arts Center Building	54 Taylor Ave., Brownsville, TX	78520
BUNPB	University Police Building	2671 FJRM, Brownsville, TX	78520
BUREC	UNIVERSITY RECREATION BUILDING	2000 W. University Blvd. Brownsville, TX	78520
BVAQP	Vaquero Plaza	2395 W. University Blvd., Brownsville, TX	78520
BVEXP	UT Health RGV V Express Clinic	2155 Paredes Line Rd, Brownsville, TX	78521
BVOTS	Vocational Trade Shops	2110 Ridgely Rd., Brownsville, TX	78520

<b>UTRGV Edinburg Locations</b>			
Building Code	Building Name	Address	Zip Code
EACSB	ACADEMIC SERVICES BUILDING	1201 W. University Dr., Edinburg, TX	78539
EALUM	ALUMNI CENTER	US-281 Bus., Edinburg, TX	78539
EASFC	ACADEMIC SUPPORT FACILITY	501 N. Sugar Rd, Edinburg, TX	78539
EBNSB	BEHAVIORAL NEUROSCIENCE BUILDING	1201 W. University Dr, Edinburg, TX	78539
EBSBL	UTRGV Baseball Stadium	920 N. Sugar Road, Edinburg, TX	78539
ECCTR	COMPUTER CENTER	1201 W. University Dr, Edinburg, TX	78539
ECDCR	CHILD DEVELOPMENT CENTER	800 W. Van Week, Edinburg, TX	78539
ECESS	COMMUNITY ENGAGEMENT & STUDENT SUCCESS	1407 E. Freddy Gonzalez, Edinburg, TX	78542
ECHAP	CHAPEL	1201 W. University Dr., Edinburg, TX	78539
ECMHC	Edinburg Texas Child Mental Health Care Consortium	2502 W. Trenton Rd., Edinburg, TX	78539
ECOBE	Robert C. Vackar College of Business & Entrepreneurship	1201 W. University Dr, Edinburg, TX	78539
ECOMP	COMPOUND WAREHOUSE	501 N. Sugar Rd, Edinburg, TX	78539
ECULP	CENTRAL UTILITY PLANT	1201 W. University Dr., Edinburg, TX	78539
EBCX	Dining and Ballroom Complex	1201 W. University Dr., Edinburg, TX	78539
EEDUC	EDUCATION COMPLEX	1201 W. University Dr., Edinburg, TX	78539
EEHSB	Environmental Health, Safety & Risk Management	601 W. Van Week St., Edinburg, TX	78539
EEMLH	EMILIA SCHUNIOR RAMIREZ HALL	1201 W. University Dr., Edinburg, TX	78539
EENGR	ENGINEERING BUILDING	1201 W. University Dr, Edinburg, TX	78539
EFNTP	Fountain Plaza	2802 Fountain Plaza Blvd., Edinburg, TX	78539
EGRDS	GROUNDS SHOP	501 N. Sugar Rd, Edinburg, TX	78539
EGRNH	GREENHOUSE	1201 W. University Dr, Edinburg, TX	78539
EHABE	HEALTH AFFAIRS BUILDING EAST	1201 W. University Dr, Edinburg, TX	78539

EHABW	HEALTH AFFAIRS BUILDING WEST	1201 W. University Dr, Edinburg, TX	78539
EHPE1	HEALTH AND P.E. COMPLEX	1201 W. University Dr, Edinburg, TX	78539
EHPE2	HEALTH AND P.E. II	1201 W. University Dr, Edinburg, TX	78539
EHRTG	HERITAGE HALL	1201 W. University Dr, Edinburg, TX	78539
EIEAB	Interdisciplinary Engineering and Academic Building	1201 W. University Dr, Edinburg, TX	78539
EITTB	INTERNATIONAL TRADE AND TECHNOLOGY	1201 W. University Dr, Edinburg, TX	78539
EJAPC	John Austin Pena Clinic	3341 E. Richardson Rd., Edinburg, TX	78539
ELABN	LIBERAL ARTS BUILDING NORTH	1201 W. University Dr, Edinburg, TX	78539
ELABS	LIBERAL ARTS BUILDING SOUTH	1201 W. University Dr, Edinburg, TX	78539
ELAMR	LAMAR E	1201 W. University Dr, Edinburg, TX	78539
ELCTR	THE LEARNING CENTER	1201 W. University Dr, Edinburg, TX	78539
ELIBR	UNIVERSITY LIBRARY	1201 W. University Dr, Edinburg, TX	78539
ELUMB	LUMBER STORAGE BUILDING	501 N. Sugar Rd, Edinburg, TX	78539
EMAGC	MATHEMATICS & GENERAL CLASSROOM	1201 W. University Dr, Edinburg, TX	78539
EMASS	MARYALICE SHARY SHIVERS BUILDING	1201 W. University Dr, Edinburg, TX	78539
EMEBL	Medical Education Building	1214 W. Schunior St., Edinburg, TX	78539
EMSAC	Math and Science Academy	1201 W. University Dr, Edinburg, TX	78539
EMSPC	UT Health RGV Multi Specialty Clinic	3804 S. Jackson Rd., Edinburg, TX	78539
EPACA	PERFORMING ARTS COMPLEX A	1201 W. University Dr, Edinburg, TX	78539
EPACB	PERFORMING ARTS COMPLEX B	1201 W. University Dr, Edinburg, TX	78539
EPACC	PERFORMING ARTS COMPLEX C	1201 W. University Dr, Edinburg, TX	78539
EPDSC	UT Health Pediatric Specialties Clinic	4150 Crosspoint Blvd., Edinburg, TX	78539
EPERR	RESTROOMS PE	1201 W. University Dr, Edinburg, TX	78539
EINNV	INNOVATION BUILDING	1201 W. University Dr, Edinburg, TX	78539
EPLAN	H-E-B PLANETARIUM	1201 W. University Dr, Edinburg, TX	78539
EPOB4	PORTABLE BLDG 4 (RAILWAY SAFETY)	1201 W. University Dr, Edinburg, TX	78539
EPOB5	PORTABLE BLDG 5	549 N. Jackson Rd., Edinburg, TX	78539
EPOB6	PORTABLE BLDG 6	549 N. Jackson Rd., Edinburg, TX	78539
EPOB7	PORTABLE BLDG 7	549 N. Jackson Rd., Edinburg, TX	78539
EPOB8	PORTABLE BLDG 8	1201 W. Schunior St., Edinburg, TX	78539
EPOB9	PORTABLE BLDG 9	1201 W. University Dr, Edinburg, TX	78539
EPOB10	PORTABLE BLDG 10	1201 W. University Dr, Edinburg, TX	78539
EPOB11	PORTABLE BLDG 11	1201 W. University Dr, Edinburg, TX	78539
EPOB12	PORTABLE BLDG 12	1201 W. University Dr, Edinburg, TX	78539
EPOB13	PORTALBE BLDG 13 (Civil Engineering)	1201 W. University Dr, Edinburg, TX	78539
EPOB14	PORTABLE BLDG 14 (Pharmacy)	1201 W. University Dr, Edinburg, TX	78539



EPOB15	PORTABLE BLDG 15 (Environmental Health & Safety)	801 Elizabeth Ave., Edinburg, TX	78539
EPPSR	PHYSICAL PLANT STORAGE BUILDING	501 N. Sugar Rd, Edinburg, TX	78539
EREBL	RESEARCH EDUCATION BUILDING	1210 W. Schunior, Edinburg, TX	78539
ECOCS	UT HEALTH RGV COSMETIC SURGERY CLINIC	3115 Center Pointe Dr, Edinburg, TX	78540
EROTC	ROTC	808 Elizabeth Ave., Edinburg, TX	78541
ESCAR	UT Health at San Carlos	230 N. 86th St., Edinburg, TX	78542
ESCNE	SCIENCE BUILDING	1201 W. University Dr., Edinburg, TX	78539
ESOCC	Soccer and Track & Field Complex	549 N. Jackson Rd., Edinburg, TX	78539
ESRAX	SUGAR ROAD ANNEX	317 N. Sugar Rd., Edinburg, TX	78539
ESSBL	STUDENT SERVICES BLDG	1201 W. University Dr., Edinburg, TX	78539
ESTAC	STUDENT ACADEMIC CENTER	1201 W. University Dr., Edinburg, TX	78539
ESTHC	STUDENT HEALTH CENTER	440 N. Sugar Rd., Edinburg, TX	78539
ESTUN	STUDENT UNION	1201 W. University Dr., Edinburg, TX	78539
ESWKH	SOUTHWICK HALL	1201 W. University Dr., Edinburg, TX	78539
ESWOT	SOCIAL WORK AND OCCUPATIONAL THERAPY	174 N. 4th Avenue, Edinburg, TX	78539
ETBLC	Team Based Learning Center	1204 W. Schunior St., Edinburg, TX	78539
ETROX	DARREL K TROXEL RESIDENCE HALL	1201 W. University Dr., Edinburg, TX	78539
EUCTR	UNIVERSITY CENTER	1201 W. University Dr., Edinburg, TX	78539
EUNFS	UNIVERSITY FINANCIAL SERVICES BUILDING	2406 W. University, Edinburg, TX	78539
EUNTY	UNITY HALL	509 N. Sugar Rd. Edinburg, TX	78539
EUREC	UNIVERSITY RECREATION BUILDING	490 N. Sugar Rd., Edinburg, TX	78539
EVABL	VISUAL ARTS BUILDING	2412 US-281 Bus, Edinburg, TX	78539
EVLGA	THE VILLAGE A	603 N. Sugar Rd., Edinburg, TX	78539
EVLGB	THE VILLAGE B	603 N. Sugar Rd., Edinburg, TX	78539
EVLGC	THE VILLAGE C	603 N. Sugar Rd., Edinburg, TX	78539
EVLGD	THE VILLAGE D	603 N. Sugar Rd., Edinburg, TX	78539
EVLGE	THE VILLAGE E	603 N. Sugar Rd., Edinburg, TX	78539
EVLGF	THE VILLAGE F	603 N. Sugar Rd., Edinburg, TX	78539

<b>UTRGV Harlingen Locations</b>			
Building Code	Building Name	Address	Zip Code
HACRB	ACADEMIC AND CLINICAL RESEARCH BUILDING	2106 Treasure Hills Blvd, Harlingen, TX	78550
HCEBL	CLINICAL EDUCATION BUILDING	2106 Treasure Hills Blvd, Harlingen, TX	78550
HPUMP	PUMP HOUSE (HARLINGEN, TX)	2106 Treasure Hills Blvd, Harlingen, TX	78550
HSWSC	UT Health Surgery & Women's Specialties Clinic	614 Maco Dr., Harlingen, TX	78550
HSSSC	UT Health RGV Surgical Subspecialties Clinic	615 Camelot, Harlingen, TX	78550
HBEHA	UT HEALTH RGV BEHAVIORAL HEALTH	512 Victoria Lane, Unit 12, Harlingen, TX	78550
HVBMC	UT HEALTH RGV AT VALLEY BAPTIST MEDICAL CENTER	2101 Pease St., Harlingen, TX	78550
HECHS	Early College High School Facility	2901 Medical Drive, Harlingen, TX	78550
HIONS	Institute of Neuroscience	2902 Haines Drive, Harlingen, TX	78550

<b>UTRGV South Padre Island Locations</b>			
Building Code	Building Name	Address	Zip Code
SCOSL	COASTAL STUDIES LAB	33363 Marine Lab Dr., South Padre Island, TX	78597

<b>UTRGV Port Isabel Locations</b>			
Building Code	Building Name	Address	Zip Code
PPOB1	Port Isabel Portable 1	901 S. Garcia St. Port Isabel, TX	78578
PPOB2	Port Isabel Portable 2	901 S. Garcia St. Port Isabel, TX	78578
PPOB3	Port Isabel Portable 3	901 S. Garcia St. Port Isabel, TX	78578
PPOB4	Port Isabel Portable 4 (Restrooms)	901 S. Garcia St. Port Isabel, TX	78578
PPOB5	Port Isabel Portable 5	901 S. Garcia St. Port Isabel, TX	78578
PMARO	Marina Operations	901 S. Garcia St. Port Isabel, TX	78578

<b>UTRGV Laguna Vista Locations</b>			
Building Code	Building Name	Address	Zip Code
LVPRC	UT Health RGV Primary Care	723 Santa Isabel Blvd., Suite G, Laguna Vista, TX	78578



<b>UTRGV Mercedes Locations</b>			
Building Code	Building Name	Address	Zip Code
MKNFH	UT Health RGV Knapp Family Health Center	2810 W. Expressway 83, Mercedes, TX	78570

<b>UTRGV Weslaco Locations</b>			
Building Code	Building Name	Address	Zip Code
WRCIC	Regional Center for Innovation and Commercialization	307 E. Railroad St., Weslaco TX	78596
WOSMC	UT Health RGV Orthopedics & Sports Medicine Clinic	1315 E. 6th St., Suite 10, Weslaco TX	78596
WINMC	UT Health RGV Internal Medicine	1330 E, Sixth St. Suite 105, Weslaco, TX	78596
WINME	UT Health RGV Internal Medicine Educational Wing	1401 E. 8th St. Weslaco, TX	78596

<b>UTRGV McAllen Locations</b>			
Building Code	Building Name	Address	Zip Code
MBMRF	UT Health RGV Biomedical Research Facility	5300 N. L Street, McAllen, TX	78503
MRIOB	UTRGV at Rio Bank	701 E. Expressway 83, McAllen, TX	78503

<b>UTRGV Mission Locations</b>			
Building Code	Building Name	Address	Zip Code
MVEXP	UT HEALTH RGV V EXPRESS CLINIC	2409 E. Expressway 83, Mission, TX	78572

<b>UTRGV Rio Grande City Locations</b>			
Building Code	Building Name	Address	Zip Code
RUSTR	UTRGV AT STARR COUNTY	138 N. FM3167, Rio Grande City, TX	78582
RLVIC	UT Health at La Victoria	532 Gabriela St., Rio Grande City, TX	78582

<b>UTRGV San Antonio Locations</b>			
Building Code	Building Name	Address	Zip Code
SSATC	San Antonio Technology Center	3463 Magic Drive, San Antonio, TX	78229

<b>UTRGV Mexico Locations</b>			
Building Code	Building Name	Address	Zip Code
XMATU	Ucentral Matamoros	Av. Constitucion 57 Col. Jardin Matamoros, Matamoros, Tamaulipas	87300

<b>UTRGV Other Properties</b>			
Building Code	Building Name	Address	Zip Code
-	Resaca De La Palma State Park	1000 New Carmen Ave., Brownsville TX	78521
-	Port Mansfield Space Port	630 Laguna Drive, Port Mansfield, TX	78598
-	Edinburg First United Methodist Church	349 Mon Mack Rd., Edinburg, TX	78541

<b>UTRGV New Buildings Under Construction</b>			
Building Code	Building Name	Address	Zip Code
BGRNH	Greenhouse	2631 FJRM St. Brownsville, TX	78521
BCHGB	Center for Human Genetics Building		
PNTCR	UTRGV Nursing Training Center	2800 N. Cage Blvd., Pharr, TX	78577
PAQUA	Pharr Aquatics Center		78577