

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Emergency Management and Business Continuity

Regulation and Procedure Number: URP: 04.410

Policy Owner: Finance and Administration

POLICY STATEMENT

It is the policy of Texas Woman’s University (“TWU” or “University”) to protect its human and physical assets and ensure continued operations during and after all manner of emergencies, whether natural or manmade, by implementing appropriate emergency management and business continuity programs. These programs consist of policies, plans, and procedures designed to ensure the University’s ability to enable the capabilities required across the whole community to effectively prevent, protect against, mitigate, respond to and recover from emergencies.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. “Executive Policy Group” means the group comprised of leaders of the University as designated by the Chancellor and President.
2. “Emergency Operations Center” means the physical or virtual location used for managing emergencies.
3. “Emergency Management Planning Council” means the group comprised of key response units from within academic, administrative, and service organizations within the University.

REGULATION AND PROCEDURE

I. Responsibilities

A. Chancellor and President

In an emergency, the Chancellor and President or designee shall implement the appropriate emergency plans and meet with the Executive Policy Group

to provide instructions to ensure maximum coordination. In the event of an emergency event or threat, the Chancellor and President or designee shall exercise the authority to close or alter operations of one or more campuses of TWU, if deemed appropriate.

B. Executive Policy Group (“EPG”)

This group shall provide direction, policy, and strategy in response to emergency situations/events. This group shall determine how, when, and what to communicate to the University community during emergencies. It shall provide counsel and advice to the Chancellor and President and provide direction to the Emergency Management Planning Committee (“EMPC”) on actions such as closing facilities, moving services to alternate locations, suspending academic and support service activities, and resuming normal operations.

C. Emergency Management Planning Council (“EMPC”)

1. The EMPC will be responsible for the review and development of a Comprehensive Emergency Management Plan (“CEMP”) and Business Continuity Plan (“BCP”), including processes and procedures, recommended adoption of policies and plans to university leadership, and emergency response and staffing of the Emergency Operations Center (“EOC”).
2. This team also provides situational awareness and other pertinent information to the EPG. This team shall execute the emergency-related policies determined by the EPG and shall establish response strategies and tactics, deploy resources, and initiate the recovery process.
3. The Director of Emergency Management Business Continuity will work with appropriate unit leaders to identify members to serve on the EMPC. Members of the EMPC are required to be available to serve within their capacities and fulfill their emergency support function.

D. Director of Emergency Management and Business Continuity

1. The responsibility for the administration of TWU’s Emergency Management and Business Continuity (“EMBC”) program is assigned to the Director of Emergency Management and Business Continuity.
2. The Director of Emergency Management and Business Continuity will work with the TWU administration, departments/organizational units, and the overall TWU community to

develop and maintain a university-wide emergency preparedness and response structure.

E. University Community

1. Employees and students should immediately report a potential or actual emergency or threat to the appropriate authorities (such as TWU Police or 911).
2. Employees and students are expected to review existing emergency response protocols and procedures.
3. Employees and students shall respond to an emergency event or threat according to applicable plans and procedures.

F. Campus and Organizational Units

1. Each vice president, dean, director, department chair, and supervisor shall oversee emergency preparedness efforts in their respective units and provide assistance in emergency response and recovery efforts as necessary.
2. Each organizational unit is required to have a departmental response plan and business continuity plan. Plans should be consistent with university plans and adhere to templates developed by Emergency Management and Business Continuity.
3. Unit heads should ensure staff are knowledgeable regarding university and departmental plans.

II. Emergency Management Plans

A. Comprehensive Emergency Management Plan (“CEMP”)

1. A university-wide CEMP shall be adopted and maintained. This plan shall be approved by the Chancellor and President and updated every three years. CEMP annexes will support the CEMP and be approved by the Vice President for Finance and Administration.
2. The TWU CEMP is based on an “all-hazards” approach to emergency planning. The plan addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.
3. The TWU CEMP provides an emergency management structure that defines the operating characteristics, management

components, and structure of an emergency management organization throughout the life cycle of an incident.

B. Business Continuity

1. Each organizational unit, as determined by the State of Texas and the TWU Business Continuity Plan providing essential functions, shall develop and maintain a Business Continuity Plan (BCP). This plan should reflect sufficient forethought and detail to ensure a high probability of restoration of essential functions following an incident.
2. To accomplish this task:
 - a. Each business unit requiring a BCP shall designate an individual to serve as their continuity program manager.
 - b. Plans shall adhere to the format provided by EMBC
 - c. Plans shall be updated annually and submitted to EMBC for review.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

28 TAC 252.201 – State Risk Management Guidelines

Texas Education Code (TEC) 51.217

Texas State Agency Continuity Planning Policy Guidance Letter

[TWU Emergency Management Preparedness Resources](#)

[TWU Emergency Management Pioneer Alert](#)

[TWU Emergency Management Weather Closures](#)

FORMS AND TOOLS

None

Publication Date: 07/02/2021

Revised: 07/02/2021