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**Department/Unit Specific Emergency Management and Mission Continuity Plan**

**This plan is for the following department/unit: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A copy of this plan is kept in the following locations and is maintained by:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Security Guard Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UT Police Dispatch: 713-792-2890**

**FIXT Line: 713-500-3498**

**EHS Hotline: 713-500-5832**

**PURPOSE**

UT Health Houston seeks to protect its personnel, property, and the community from the effects of predictable and spontaneous emergency situations by establishing methodologies and procedures to assist employees, students, residents and visitors in responding to emergency situations. The purpose of this template is to provide a uniform structure for a documented department-specific emergency management plan. This department plan should include information that is pertinent to your specific department, and should be considered a companion to the over-arching UTHealth Houston Emergency Management Plan (https://www.uth.edu/safety/occupational-safety-and-fire-prevention/emergency-procedures.htm#accordion10d29fc7d5-424b-4fc6-8687-a7c3c6d87c5d

**SCOPE**

This template serves as a framework for departments / units at UTHealth Houston to document department or unit specific information to be communicated to personnel and leadership within that department. Departments are not required to use this template, it has been provided to serve as guidance and may not address the unique needs of each department.

**Important Safety Information**

Primary route of evacuation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary route of evacuation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated meeting location(s) in the event of a building evacuation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List department Area Safety Liaisons (ASL’s) and contact info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of current impaired individuals who might need help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific accommodations for mobility-impaired individuals (including responsible persons to assist the mobility impaired): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of closest portable fire extinguisher(s) to our areas is/are located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of closest AED (automated external defibrillator)/Stop the Bleed Kit(s) is/are located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of closest chemical spill kit and chemical shower/eye wash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of closest emergency rooms where medical emergencies should be handled by trained personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department / Unit Phone List**

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| --- | --- | --- | --- | --- |
| **Name** | **Office Number/ Office Email** | **Home Number/ Home Email** | **Cell Phone** | **Home Zip Code/ Home Area** |
| John Smith | 500-5555 | 713-555-5555 | 832-555-5555 | 77089 |
| John Smith | John.Smith@uth.tmc.edu | johnsmith@gmail.com |  | Pearland |
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**Severe weather and storm preparations:**

1. Departments/units should think of necessary supplies needed to keep information, equipment and research protected from harm. Remember that facilities will be preparing the building and will not have time to help individual departments. It is the department’s responsibility to protect offices and labs near windows.
2. Departments/Units should also consider issues that may have a “local” impact, such as the hosting of special presentation or conference, the delivery of a critical exam, experiments that may require special timing or access and the like.
3. Move equipment off the floor and move supplies away from windows and covering with plastic or tarps. Essential equipment not near windows should also be covered as water can travel down the ventilation system from above. All doors should be closed to minimize damage.
4. Departments should think about separation and duplication of critical information, research and samples.
5. Prepare equipment for shutdown, consult owner’s manuals.
6. Other considerations should include:

1. Animals, radioactive materials and biological agents

2. PPE (Personal Protective Equipment)

3. Batteries for equipment

4. List of vendor contact information for specific emergency supplies

5. Flashlights with batteries in the event of a power outage

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| **Equipment Name** | **Location** | **Person Responsible** |
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List of other anticipated perils that could be experienced by department / unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PROCUREMENT OF KEY SUPPLIES**

Enter the name and contact information of people who are able and authorized to make purchases for necessary supplies in the event of an emergency:

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| **Name** | **Office Number** | **Home/Cell Number** |
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**Be prepared**

Please review the [UTHealth Houston Emergency Management Plan](https://www.uth.edu/safety/occupational-safety-and-fire-prevention/emergency-procedures.htm) so that you will be prepared to act if an incident arises. The [City of Houston Office of Emergency Management](https://www.houstonemergency.org/alerts/) website provides hurricane preparedness information and links to evacuation zones, evacuation routes and other useful information for residents of the Greater Houston area.

Please stay up to date with weather conditions in your local area. You can find your local emergency management agency on the [Ready Houston regional disaster preparedness website](http://readyhouston.wpengine.com/partners/offices-of-emergency-management/).

**UTHealth next steps**

UTHealth will continue to monitor the weather and assess risk in the Texas Medical Center. Should the weather become threatening in the TMC, the UTHealth executive leadership team will communicate regarding whether the Houston campus will delay opening, move to controlled access or remain open and operational.

As defined by the Emergency Management Plan, controlled access is:

* A suspension of normal operations due to adverse conditions caused by inclement weather or other emergency situations. During a controlled access event, affected UTHealth Houston buildings will have limited admittance (essential personnel only - see definition below) and will require check-in with UT Police upon entrance. Security of the UTHealth Houston facilities will be under the direction of UT Police. The UTHealth Houston Executive Team retains the authority to suspend operations and move to a controlled access status.

If it is determined that UTHealth Houston should move to controlled access, a [UTHealth Houston ALERT](https://www.uth.edu/safety/occupational-safety-and-fire-prevention/emergency-procedures.htm) text message and a campus-wide email will be distributed. Information also will be posted on:

* [UTHealth Houston emergency page](http://uthealthemergency.org/),
* UTHealth’s main social media channels: [UTHealth Houston Facebook](https://www.facebook.com/MyUTHealth), [UTHealth Houston X](https://twitter.com/uthealth) and Inside UTHealth, the [UTHealth Houston intranet homepage](https://inside.uth.edu/).

If you do not have access to the internet, the university’s status will also be updated on our answering services. To reach these updates, find your employee and/or student grouping below and call the associated number.

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| --- | --- |
| **If you are** | **Call this number for building updates** |
| Employees at UTHealth Houston Harris County Psychiatric Center / Dunn | 713-741-5001 |
| All students, residents, fellows and other employees | 713-500-9996 |
| If Houston numbers aren’t working | 1-866-237-0107 (toll-free) |

**Department / Unit Employee Review:**

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