

34.07.01 Emergency Management Plans

Revised [January 24, 2019](#)

Next Scheduled Review: January 24, 2024

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Regulation Summary

In accordance with System Policy 34.07, *Emergency Management*, this regulation provides the essential elements that each member of The Texas A&M University System (system) must develop in its emergency management plan(s) to address emergency situations which might threaten system resources and the physical safety of employees, students, clientele and the general public. For the purposes of this regulation, the terms “emergency management plan (EMP)” and “emergency operations plan (EOP)” are interchangeable.

Regulation

1. EMERGENCY MANAGEMENT PLAN ESSENTIAL ELEMENTS

Each member’s EMP must comply with the following:

- 1.1 The EMP is to be written using an all-hazards approach that considers potential threats and hazards identified in an annual hazard vulnerability analysis or risk assessment; response activities to specific situations may be included as appendices.
- 1.2 The EMP will be written following national and state emergency planning guidelines and will also include those provisions outlined in Tex. Educ. Code § 51.217.
- 1.3 The position(s) authorized to declare an emergency and/or activate the emergency management personnel and the Emergency Operations Center (EOC) will be clearly identified.
- 1.4 Primary and secondary EOCs will be established and identified in the EMP.
- 1.5 The EMP must address the five mission areas identified in the National Preparedness Goal which include prevention, protection, mitigation, response and recovery.
- 1.6 Relationships between federal, state, county and local agencies and member officials, including any mutual aid agreements with outside agencies or entities, will be clearly explained.
- 1.7 The responsibilities and emergency contact information for key personnel must be addressed by the EMP and alternates must be identified. Published plans will omit names and contact information to protect the privacy of individuals.

- 1.8 When one member conducts operations on another member's campus or facility, the member will defer to and follow the direction of the host member's EMP.

2. EMERGENCY MANAGEMENT PLAN ADDITIONAL REQUIREMENTS

In addition to the requirements referenced in Section 1, a member's EMP must provide for the following:

- (a) Employee training in responding to an emergency;
- (b) Drills/exercises to prepare for responding to an emergency. Additional requirements for exercises are listed in Section 5;
- (c) Measures to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments and fire departments; and
- (d) The implementation of a safety and security audit as described below:
 - (1) At least once every three years, members will conduct a safety and security audit of their facilities and procedures. To the maximum extent possible, members will follow audit guidelines approved by the Texas Division of Emergency Management (TDEM).
 - (2) The results of the safety and security audit will be reported to the chancellor, the Board of Regents and TDEM. This report will be compiled and submitted by the System Office of Risk Management for the members.
- (e) The lead administrator(s) for each occupied facility is responsible for developing and maintaining a Building Emergency Action Plan that covers protective actions for life safety in that facility. This plan should support the member's EMP. The Building Emergency Action Plan should be reviewed at least annually and provide specific guidance regarding immediate actions building occupants should take in the event of a building evacuation, shelter in place or lockdown.

3. EMERGENCY MANAGEMENT PERSONNEL ESSENTIAL ELEMENTS

The following are elements specific to each member's emergency management personnel and must also be present in each member's EMP. For the purposes of this regulation, the term "emergency management personnel" refers to any position expected to play a key role in an emergency or incident response.

- 3.1 Emergency management personnel will be organized consistent with the management structures outlined in the National Incident Management System (NIMS).
- 3.2 The EMP must describe the duties and expected responsibilities of emergency management personnel.
- 3.3 Emergency management personnel should represent a cross-section of the member's functional areas and have a good working knowledge of their areas of expected responsibility. Members should also consider involving contractors, community partners and other key stakeholders in their emergency management planning efforts.

- 3.4 All emergency management personnel will complete the baseline courses outlined by the NIMS Training Program. Additional trainings should be assessed and assigned based on expected roles and responsibilities during an emergency.

4. EMERGENCY NOTIFICATION SYSTEMS

- 4.1 All member EMPs will provide for an effective means of communication with employees, students, clientele and the general public, and will include a satisfactory method of emergency notification that meets the requirements set forth in Tex. Educ. Code § 51.218.
- 4.2 Member EMPs will also provide for emergency notification requirements outlined in 34 CFR §668.46 or Clery Act.

5. EMERGENCY MANAGEMENT PLAN TESTING AND EXERCISES

- 5.1 The EMP must be tested at least annually with a discussion-based level exercise or higher. Current Homeland Security Exercise and Evaluation Program (HSEEP) doctrine will be used to define specific exercise requirements. This annual test is in addition to the annual test requirements for institutions per 34 CFR §668.46 or Clery Act.
- 5.2 An operations-based exercise will be conducted at least once every three years.
- 5.3 Exercises must meet all of the following criteria:
 - (a) Be scheduled;
 - (b) Be designed, developed and documented based on HSEEP guidance;
 - (c) Identify desired exercise objectives and associated core capabilities; and
 - (d) Contain follow-through activities that include the development of an After-Action Report/Improvement Plan (AAR/IP).
- 5.4 The agencies and emergency response entities that will interface with member officials during an actual emergency situation will be invited to participate in at least the operations-based exercises.
- 5.5 Actual emergency situations or false emergency alarms may **not** be used to meet the requirements for testing and exercising a member's EMP as described above, but exercise planners should consult AARs developed after an actual emergency event to design future exercises.

6. PLAN SUBMISSION AND REPORTING

- 6.1 Each member must submit a current copy of its EMP at the time of its safety and security audit once every three years or upon request. Additionally, a revised EMP(s) should be submitted any time significant revisions are made.
- 6.2 Each member must submit a copy of at least one exercise AAR/IP annually.

6.3 Submissions and reporting as described herein will be made through the System Office of Risk Management.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.217](#)

[Tex. Educ. Code § 51.218](#)

[20 USC § 1092](#)

[34 CFR §668.46](#)

[Texas Governor's Executive Order RP 40](#)

[Homeland Security Presidential Policy Directive/PPD-8: National Preparedness](#)

[National Incident Management System \(NIMS\)](#)

[National Incident Management System \(NIMS\) Training Program](#)

[U.S. Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students, *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, Washington, DC, 2013](#)

[Homeland Security Exercise and Evaluation Program \(HSEEP\)](#)

[System Policy 34.07, *Emergency Management*](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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