

34.07.01 Emergency Management Plans

Approved June 2, 2009
Revised September 10, 2013
Next Scheduled Review: September 10, 2018



Regulation Statement

This regulation provides the essential elements that members of The Texas A&M University System (system) shall use in the development of their emergency management plan(s) (EMP). This regulation applies to all members.

Reason for Regulation

In accordance with System Policy 34.07, *Emergency Management*, each member shall develop an EMP to address emergency situations which might threaten system resources and the physical safety of employees, students, clientele and the general public. This regulation is designed to provide a consistent approach to emergency management.

Procedures and Responsibilities

1. EMERGENCY MANAGEMENT PLAN ESSENTIAL ELEMENTS

Each member EMP shall comply with the following:

- 1.1 The EMP is to be written using a multi-hazard approach; response activities to specific situations may be included as appendices.
- 1.2 The EMP shall be written following national and state emergency planning guidelines including the National Incident Management System (NIMS).
- 1.3 When one member is a tenant on another member's campus or facility, the tenant shall coordinate its EMP with that of the host member and defer to the host on emergency response activities.
- 1.4 Terminology shall be standardized to national and state guidelines.
- 1.5 The person(s) authorized to declare an emergency and/or activate the Emergency Management Team/Emergency Operations Center (EOC) shall be clearly identified.
- 1.6 Primary and secondary EOCs shall be established and identified in the EMP.

- 1.7 All facets of emergency management, including prevention/mitigation, preparedness, response and recovery shall be addressed.
- 1.8 Relationships between federal, state, county and local agencies and member officials, including any mutual aid agreements with outside agencies or other entities, shall be clearly explained.
- 1.9 Positions and emergency contact information for key personnel shall be addressed by the EMP and alternates shall be identified. Published plans should omit names or phone numbers to protect the privacy of individuals.

2. EMERGENCY MANAGEMENT PLAN ADDITIONAL REQUIREMENTS

In addition to the requirements referenced in Section 1, member EMPs must provide for the following:

- 2.1 Employee training in responding to an emergency.
- 2.2 Mandatory drills to prepare students, faculty and employees for responding to an emergency. Requirements for testing are listed in Section 5.
- 2.3 Measures to ensure coordination with the Department of Health Services, local emergency management agencies, law enforcement, health departments and fire departments.
- 2.4 The implementation of a safety and security audit as described below:
 - (a) 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 shall follow audit guidelines approved by the Texas Division of Emergency Management (TDEM).
 - (b) 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.

3. EMERGENCY MANAGEMENT TEAM ESSENTIAL ELEMENTS

The following are elements specific to each member's emergency management team and shall also be present in each member's EMP:

- 3.1 The emergency management team shall be organized consistent with NIMS principles.
- 3.2 Primary and alternate members of the emergency management team shall be trained to at least the minimum requirements outlined by NIMS.
- 3.3 The EMP shall describe the purpose, duties and responsibilities of the emergency management team.

- 3.4 The order of command succession for the emergency management team shall be clearly identified in the EMP.
- 3.5 Emergency management team members should represent a cross-section of the member's functional areas and have a good working knowledge of their areas of responsibility. Members should also consider having representation on the team from key campus contractors.

4. EMERGENCY NOTIFICATION SYSTEMS

- 4.1 Each EMP shall provide for an effective means of communication with employees, students, clientele and the general public, and include a satisfactory method of emergency notification that meets the requirements set forth in state statutes.
- 4.2 Such an emergency notification program must have mandatory enrollment for all faculty, staff and students, but must allow an individual the opportunity to opt out of the program if desired.
- 4.3 The emergency notification system must use email or telephone in addition to any other alert method the member considers appropriate.
- 4.4 Students must be added to the system when they initially enroll or register for courses; employees are added when they begin employment.

5. EMERGENCY MANAGEMENT PLAN TESTING AND EXERCISES

- 5.1 The EMP shall be tested and exercised at least annually utilizing a table-top or functional scenario. A full-scale exercise shall be performed at least once every three years.
- 5.2 Tests of a member's EMP may be announced or unannounced. They must meet all the follow criteria:
 - (a) Be scheduled;
 - (b) Contain drills – an activity that tests a single procedural operation, such as the member's alert system or a campus/facility lockdown;
 - (c) Contain exercises – a test involving the coordination of efforts of various functional areas or groups of emergency responders;
 - (d) Contain follow-through activities; after-action reviews fall in these criteria; and
 - (e) Be designed for assessment of emergency plans and capabilities. To accomplish these criteria, the test must have measurable goals.
- 5.3 The agencies and emergency response entities that will interface with member officials during an actual emergency situation shall be invited to participate in the member's annual exercise.
- 5.4 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.

6. ANNUAL PLAN SUBMISSION AND REPORTING

- 6.1 Each member shall submit a current copy (electronic or written) of its EMP at the time of its safety and security audit, once every three years or upon request. Additionally, a revised plan(s) should be submitted any time significant revisions are made.
- 6.2 Each member shall provide an executive summary of annual tests or exercises to the chancellor or designee.
- 6.3 Submissions and reporting as described herein shall 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](#)

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

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

[Homeland Security Presidential Directive/HSPD-5: Management of Domestic Incidents](#)

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

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

[National Fire Protection Association \(NFPA\) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs, 2007](#)

[FEMA \(SLG\) 101: Guide for All-Hazard Emergency Operations Planning](#)

[Texas Division of Emergency Management – Local Emergency Management Planning Guide \(TDEM-10\), January 2008](#)

[The Handbook for Campus Safety and Security Reporting-2011](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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