

## 34.07 Emergency Management

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### Policy Statement

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The Texas A&M University System (system) is responsible for ensuring its members have plans in place to properly protect personnel and property in an emergency situation. By requiring that each member has a plan(s) to address various situations and by reviewing this plan(s) on a regular basis, the system can ensure each member is fulfilling its responsibilities to its constituents.

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### Reason for Policy

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The purpose of this policy is to ensure each member has a plan(s) and that the plan(s) is sufficient to protect human life and property under the control of each member.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 The chancellor shall establish for the System Offices (SO) and shall approve for each member upon recommendation from the respective chief executive officer (CEO), a plan(s) to deal with various emergencies which might threaten system resources and the physical safety of employees, students, clientele and the general public.
- 1.2 Such a plan(s) will take a multi-hazard approach to cover natural disasters, fire, industrial accidents, criminal activities, health epidemics, riots and similar situations which require the orderly management of resources and processes to protect life and property.

#### 2. UNDERLYING PRINCIPLES

In the development of an emergency management plan(s), the following underlying principles shall apply:

- 2.1 The protection of human health and safety is of the utmost importance.
- 2.2 System property and other resources shall be protected and preserved wherever possible, consistent with the primacy of human health and safety.
- 2.3 The system shall, when possible, assist federal, state and local governments, emergency management and relief agencies, etc., and may allocate facilities, equipment and personnel to assist in the event of disasters away from system property.
- 2.4 The system shall cooperate with federal, state and local disaster management and law enforcement agencies with respect to any emergency occurring on system property and/or involving system personnel or students.
- 2.5 The plan(s) shall provide for the coordination of appropriate member employees and external partners in the areas of facilities, campus security, student affairs, health services, etc., and include a description of their roles and responsibilities during emergency situations.
- 2.6 Members shall designate in the plan(s) a single individual or committee that is responsible for emergency planning and coordination.
- 2.7 The Office of General Counsel shall be consulted in cases where the legal responsibilities of the system are unclear.

### 3. COMMUNICATIONS

- 3.1 Communications shall be from the chancellor or designee with respect to emergencies affecting the SO or the system as a whole and from the respective CEO or designee with respect to emergencies affecting a specific member.
- 3.2 The CEO shall inform the chancellor and the executive director, Board of Regents (board), of any emergency that has occurred or that is threatening life, health or system property and give periodic status reports as information is available. The board's executive director shall, in turn, keep board members properly informed.
- 3.3 The plan(s) shall provide for an effective means of communication with employees, students, clientele and the general public and include a system of mass notification that meets the requirements set forth in state law.

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## **Related Statutes, Policies, or Requirements**

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[Tex. Educ. Code §§ 51.217, 51.218](#)

[20 U.S.C. § 1092](#)

[Texas Governor's Executive Order RP40](#)

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

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

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

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

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

[FEMA \(CPG\) 101: Developing and Maintaining Emergency Operations Plans, Version 2](#)

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## **Member Rule Requirements**

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A rule is not required to supplement this policy.

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## **Contact Office**

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System Office of Risk Management and Benefits Administration  
(979) 458-6330