

34.07.01 Emergency Operations Plans



Revised [May 28, 2024](#)
Next Scheduled Review: May 28, 2029
Click to view [Revision History](#).

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 operations plan(s) to address emergency situations that might threaten system resources and the physical safety of employees, students, clientele, and the general public.

Definitions

[Click to view Definitions](#).

Regulation

1. EMERGENCY OPERATIONS PLAN ESSENTIAL ELEMENTS

Each member's emergency operations plan (EOP) must:

- 1.1 Be written using a Whole Community approach that considers all potential threats and hazards identified in an annual hazard vulnerability analysis or risk assessment. Response activities to specific threats and hazards may be included as EOP annexes.
- 1.2 Be written following national and state emergency planning guidelines and in compliance with Tex. Educ. Code § 51.217.
- 1.3 Identify the position(s) authorized to activate the EOP, emergency management personnel, and/or the Emergency Operations Center (EOC).
- 1.4 Identify primary and secondary EOCs and criteria for activation of physical and/or virtual EOCs.
- 1.5 Addresses the five mission areas identified in the National Preparedness Goal: prevention, protection, mitigation, response, and recovery.
- 1.6 Explain relationships between federal, state, county, and local agencies and member officials, including any mutual aid agreements with outside agencies or entities.

- 1.7 Identify the responsibilities and emergency contact information for key personnel and their alternates. Published plans will omit names and contact information to protect the privacy of individuals.

2. SAFETY AND SECURITY AUDIT

Each member will implement a safety and security audit as described below:

- 2.1. As required by TEC 51.217, 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).
- 2.2. This report is compiled and submitted by the System Office of Environment, Safety & Security (ESS) for the members. The results of the safety and security audit are reported to the chancellor, the Board of Regents, and TDEM.

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 EOP.

- 3.1 Emergency management personnel will be organized consistent with the management structures outlined in the National Incident Management System (NIMS).
- 3.2 The EOP must describe the duties and expected responsibilities of emergency management personnel.
- 3.3 Emergency management personnel should represent a cross-section of the members' functional areas and have a good working knowledge of their areas of expected responsibility.
- 3.4 All emergency management personnel will complete the baseline courses outlined by the NIMS Training Program. Additional training should be assessed and assigned based on expected roles and responsibilities during an emergency.

4. EMERGENCY NOTIFICATION SYSTEMS

- 4.1 All member EOPs 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 EOPs will also provide for emergency notification requirements outlined in 34 CFR §668.46 or Clery Act.
- 4.3 Members will test all communication channels of their emergency notification systems at least monthly and within 24 hours of an update to any emergency notification software or supplementary software or process providing input to the notification system. The test

will confirm system operations readiness across all message delivery options. It may be postponed if the system is activated for a real emergency or if other extenuating circumstances such as a severe weather threat exist during the scheduled test.

5. EMERGENCY OPERATIONS PLAN REVIEW, TESTING, DOCUMENTATION, AND OTHER REQUIREMENTS

5.1 The EOP must be reviewed at least annually.

5.2 The EOP must be tested at least annually with a discussion-based level exercise or higher. To follow Homeland Security Exercise and Evaluation Program (HSEEP) guidance, this annual test may be in addition to the annual test requirements for institutions per 34 CFR §668.46 or Clery Act.

5.3 An operations-based exercise will be conducted at least once every three years.

5.4 Exercises must meet all the following criteria:

Be scheduled;

- (a) Be designed, developed, and documented based on HSEEP guidance;
- (b) Identify desired exercise objectives and associated core capabilities; and
- (c) Contain follow-through activities that include the development of an After-Action Report/Improvement Plan (AAR/IP).

5.5 Whenever feasible, members will involve ESS, contractors, community partners, nearby A&M System member institutions, and other key stakeholders as part of their Whole Community approach to emergency management planning.

5.6 ESS and emergency response entities or agencies that will interface with member officials during an actual emergency will be invited to participate in at least the operations-based exercises where exercise objectives could require the involvement of the supporting entity or agency.

5.7 Actual emergencies or false emergency alarms may **not** be used to meet the requirements for testing and exercising a member's EOP as described above, but exercise planners should consult recommended actions and other AAR products developed after an actual emergency event to inform exercise planning.

5.8 At minimum, members will develop an action plan for real-world incidents or disasters which significantly disrupt member operations. The action plan will summarize key information and continuous improvement-related findings, including observations and recommended actions.

5.9 When one member conducts operations on another member's campus or facility, the visiting member will defer to and follow the direction of the host member's EOP.

6. PLAN SUBMISSION AND REPORTING

- 6.1 Each member must submit a current copy of its EOP to ESS at the time of its safety and security audit once every three years or upon request. Additionally, a revised EOP should be submitted any time significant revisions are made.
- 6.2 Each member must submit to ESS a copy of at least one exercise AAR/IP by the end of each fiscal year.

Related Statutes, Policies, or Requirements

[20 USC § 1092](#)

[34 CFR §668.46](#)

[A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action](#)

[FEMA's Continuous Improvement Technical Assistance Program \(CITAP\) After-Action Review User Guide](#)

[Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#)

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

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

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

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

[National Preparedness Goal](#)

[NFPA 1- Fire Code \(2024\) Section 10.4: Emergency Action Plans](#)

[System Policy 34.01, Environment, Safety and Security](#)

[System Policy 34.07, Emergency Management](#)

[Tex. Educ. Code § 51.217](#)

[Tex. Educ. Code § 51.218](#)

[Texas Disaster Act](#)

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

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

Environment, Safety & Security
(979) 458-7523