

34.07.01 Emergency Management Plan for System University Campuses

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Regulation Statement

This regulation provides the essential elements that universities of The Texas A&M University System (system) shall use in the development of their campus emergency management plan. This regulation does not apply to system agencies and the health science center.

Reason for Regulation

In accordance with System Policy *34.07, Emergency Management*, each system member shall develop an emergency management plan or plans 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 campus emergency management. System agencies and the health science center should reference Policy *34.07, Emergency Management*, in the development of their respective emergency management plans.

Procedures and Responsibilities

1. EMERGENCY MANAGEMENT PLAN ESSENTIAL ELEMENTS

Each University Emergency Management Plan shall follow these guidelines:

- 1.1 The plan is to be written using an all-hazards approach; response activities to specific situations may be included as appendices.
- 1.2 The plan shall be written following national and state emergency planning guidelines, including the National Incident Management System (NIMS) and Incident Command System (ICS).
- 1.3 When one system member is a tenant on another member's campus or facility, the tenant shall coordinate its emergency management plan 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 or persons authorized to declare an emergency and/or activate the Emergency Management Team/Emergency Operations Center shall be clearly identified.
- 1.6 Primary and secondary Emergency Operations Centers shall be established and identified in the plan.
- 1.7 All facets of emergency management, including prevention, mitigation, preparedness and response, shall be addressed.
- 1.8 Relationships between federal, state, county and local agencies and campus officials, including any mutual aid agreements with outside agencies or other universities, shall be clearly explained.
- 1.9 Names, positions, and emergency contact information for key personnel shall be present in the plan; alternates shall also be identified; plan published on university's intranet or the internet should not have names or unpublished phone numbers to protect the privacy of individuals. Each university may consider publishing a version of its plan for nonessential personnel that does not contain this information.

2. EMERGENCY MANAGEMENT TEAM ESSENTIAL ELEMENTS

The following are elements specific to each university's Emergency Management Team and shall also be present in the plan:

- 2.1 The Emergency Management Team shall be organized following NIMS and ICS principles.
- 2.2 Primary and alternate members of the Emergency Management Team shall be trained to at least the minimum requirements outlined by NIMS.
- 2.3 The plan shall describe the purpose, duties and responsibilities of the Emergency Management Team. The plan shall also include a description of the interface with federal, state and local emergency response entities.
- 2.4 The order of command succession for the Emergency Management Team shall be clearly identified and included in the plan.
- 2.5 Emergency Management Team members shall represent a cross-section of the campus's functional areas and have good working knowledge of their area of responsibility. Membership should include: 1) law enforcement; 2) safety and health; 3) student affairs; 4) finance; 5) business or auxiliary services; 6) physical plant/facilities; and 7) public relations.
- 2.6 The Emergency Management Team Leader, and those individuals in the line of succession, shall have experience with the operational aspects of the campus and be able to effectively operate in emergency situations.

3. EMERGENCY MANAGEMENT TESTING

- 3.1 The plan shall be exercised at least annually utilizing a table-top or functional scenario; a full-scale exercise shall be performed at least once every two years.
- 3.2 Tests and exercises should include, whenever possible, the agencies and emergency response entities which will interface with university officials during an emergency situation.
- 3.3 Actual emergency situations serious enough to require activation of the emergency management plan and activation of the campus Emergency Operations Center will suffice to meet the requirements for a full-scale exercise as provided in Section 3.1.

4. ANNUAL PLAN SUBMISSION AND REPORTING

- 4.1 Each university shall submit a current copy of its emergency management plan to the chancellor at the beginning of each fiscal year.
- 4.2 Each university shall provide an executive summary of any tests or exercises involving its emergency management plan to the chancellor.
- 4.3 Each university shall provide an executive summary to the chancellor any time a serious emergency situation requires activation of the member's Emergency Operations Center.
- 4.4 Submissions and reporting shall be made through the System Office of Risk Management and Safety.

Related Statutes, Policies, or Requirements

[System Policy 34.07, Emergency Management](#)

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

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

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

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

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

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

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

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