



Emergency Operations Plan

January 2024

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APPROVAL & IMPLEMENTATION

Texas A&M International University

Emergency Operations Plan

This Emergency Operations Plan (EOP) is promulgated under the authority of the Texas A&M University System Policy 34.07.01. This EOP shall not be construed in a manner that limits the use of prudent judgment and common sense in matters not covered by the elements of this Plan.

This Emergency Operations Plan was presented to the President in January 2024 and is hereby approved. This plan is effective immediately and supersedes all previous editions.



Dr. Pablo Arenaz
President

Record of Changes

Change #	Subject Area Changed	Change Entered By	Date Entered
1	Converted to the Governor's Division of Emergency Management Plan format	Kimberlee Sandoval, Felipe Garza	September 2008
2	Include an approval and implementation page that is signed by the President of the University	Kimberlee Sandoval, Felipe Garza	September 2008
3	Include a record of changes	Kimberlee Sandoval, Felipe Garza	September 2008
4	Plan outlines the process to be used to obtain State and/or Federal assistance	Kimberlee Sandoval, Felipe Garza	September 2008
5	Include ICS forms for reporting purposes	Kimberlee Sandoval, Felipe Garza	September 2008
6	Outline the requirements for record-keeping related to emergencies	Kimberlee Sandoval, Felipe Garza	September 2008
7	Indicate who should receive a copy of this plan.	Kimberlee Sandoval, Felipe Garza	September 2008
8	Insert the Relationship to Local Emergency Management Plans (II.B)	Kimberlee Sandoval, Felipe Garza	September 2008
9	Authority updated to include Federal, State, Local, and Mutual Aid Agreements (I.A-D)	Kimberlee Sandoval, Felipe Garza	September 2008
10	Definitions section renamed Explanations of Terms (III)	Kimberlee Sandoval, Felipe Garza	September 2008
11	Insert Situation and Assumptions (IV)	Kimberlee Sandoval, Felipe Garza	September 2008
12	Insert Pandemic planning (App. 11.3.1)	Kimberlee Sandoval, Felipe Garza	September 2008
13	Insert Cyber Attack planning (App. 14.5)	Kimberlee Sandoval, Felipe Garza	September 2008
14	Insert Catastrophic Event Requiring Mass Care, Triage, and Transport (App. 11.4)	Kimberlee Sandoval, Felipe Garza	September 2008
15	Insert mass notification procedures (App. 1)	Kimberlee Sandoval, Felipe Garza	September 2008
16	Incorporated NIMS Terminology	Kimberlee Sandoval, Felipe Garza	September 2008
17	Insert detailed equipment list for EOC (VII.B.2)	Kimberlee Sandoval, Felipe Garza	September 2008
18	Insert Incident Assessment Team functional responsibilities (VI.B.1)	Kimberlee Sandoval, Felipe Garza	September 2008
19	Insert Plan Development and Maintenance (XI)	Kimberlee Sandoval, Felipe Garza	September 2008
20	Insert Training and Exercise Procedures (V.C.3)	Kimberlee Sandoval, Felipe Garza	September 2008
21	Insert updated assembly map	Kimberlee Sandoval, Felipe Garza, Tom Smith	March 2010
22	Update BEC list	Kimberlee Sandoval, Felipe Garza, Tom Smith	March 2010
23	Insert MOU – City of Laredo	Kimberlee Sandoval, Felipe Garza, Tom Smith	March 2010
24	Table of Contents updated with hyperlinks	Hector Hi	June 1, 2010
25	IV.D. reviewed and updated	EMT	July 7, 2010
26	VI. A updated Team Members	EMT	July 7, 2010

27	Appendix 3 sections C and D	Kimberlee Sandoval, Trevor Liddle, Hector Hi	July 7, 2010
28	Inserted updated Appendix 8 MOU's with Corpus Christi and Kingsville	Kimberlee Sandoval	July 8, 2010
29	Updated grammar errors	Kimberlee Sandoval	July 28, 2010
30	EMT review of entire plan	EMT members (for exact dates and participation see Safety Risk Management)	July 7, 2010 – August 13, 2010
31	Inserted new Bomb Threat Checklist, fixed header, footer, and Table of Contents	Hector Hi	August 18, 2010
32	Added VI.B President Responsibilities	Kimberlee Sandoval	February 15, 2011
33	Update BEC list	Kimberlee Sandoval, Tom Smith	February 15, 2011
34	Update Appendix 11.2 Mental Health UPD procedure	Kimberlee Sandoval, Tom Smith	February 15, 2011
35	Update BEC list	Hector Hi, Thomas Smith	January 5, 2012
36	Updated MOU's	Adrian Dominguez	July 20, 2012
37	Update BEC List	Adrian Dominguez, Tom Smith, Jessica Perez	August 30, 2012
38	Updated assembly area maps and emergency communications network	Adrian Dominguez	January 3, 2012
39	Update BEC List and MOU's	Jessica Perez	July 2, 2013
40	Update as per new regulation	Adrian Dominguez	September 24, 2013
41	Update BEC List	Jessica Perez	July 8, 2014
42	Update Personnel Changes	Jessica Perez	June 11, 2015
43	Plan Update (BECS, Titles)	Adrian Dominguez	November 19, 2015
44	Update Study Abroad Emergency Action Plan	Jessica Perez, Adrian Dominguez	January 11, 2016
45	Update Personnel Changes	Jessica Perez, Adrian Dominguez	July 28, 2016
46	Update International Travel Emergency Action Plan	Jessica Perez, Adrian Dominguez	November 15, 2016
47	Update MOU's with TAMU-CC and TAMUK	Jessica Perez	January 19, 2017
48	Update Sexual Assault Procedures	Jessica Perez	February 7, 2017
49	Update Personnel Responsibilities	Jessica Perez, Adrian Dominguez	May 26, 2017
50	Update Suspicious Package Procedures and Links	Jessica Perez	June 2, 2017
51	Update BEC List	Jessica Perez	June 5, 2017
52	Update Personnel Changes	Jessica Perez	January 11, 2019
53	Included NIMS statement as per System Safety and Security Audit	Jessica Perez	January 24, 2019
54	Update Table of Contents	Jessica Perez	February 28, 2019
55	Update Student Travel Emergency Procedures	Jessica Perez Adrian Dominguez	March 1, 2019

56	Included Increased Readiness Conditions as per System Safety and Security Audit	Jessica Perez	March 1, 2019
57	Update Timely Warning Procedures	Kristina Morales	May 31, 2019
58	Update MOU's with TAMU-CC and TAMUK	Jessica Perez	June 4, 2019
59	Update Personnel Changes	Jessica Perez	August 28, 2019
60	Update Campus Map with Assembly Areas	Jessica Perez	September 18, 2019
61	Update Influenza Pandemic Procedures	Jessica Perez	June 8, 2020
62	Update H1N1 Response Plan Procedures	Jessica Perez	June 15, 2020
63	Update BEC List	Jessica Perez	March 31, 2021 / April 6, 2021
64	Update Law Enforcement MOU's	Jessica Perez, Provided by Cristina Calderon	April 6, 2021
65	Comprehensive review/update, added sections for Severe Weather, Lightning, Flooding, Mass Relocation, Revised Hazard Analysis and updated rankings, incorporated COOP and Disaster Recovery Plan, Updated Emergency Assembly Areas, Incorporated Student Emergency Evacuation Plan	Adrian Dominguez, Daniel Berndt, Jessica Perez	October 12, 2021
66	Update Evacuation Procedures for Individuals with Disabilities	Daniel Berndt	March 30, 2022
67	Comprehensive review of appendices	EHS and SMEs	July 31, 2023
68	Included Additional Responsibilities and Considerations for Electrical Failure	Daniel Berndt	April 29, 2024
69	Included Responsibilities for VP for Enrollment Management	Adrian Dominguez	May 15, 2024
70	Changed references of emergency notification system from DustyAlert to SafeZone	Jessica Perez	September 1, 2024

DISTRIBUTION LIST:

Copy	Location	Owner
1	Physical Plant	Environmental Health & Safety
2	UPD	EOC

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Authority

This plan applies to emergency management operations at Texas A&M International University and supersedes all previous editions. Strategic planning guidance and authorities governing its enactment and implementation include:

A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
2. *The National Strategy for Homeland Security*, July 16, 2002.
3. Emergency Management and Assistance, Code of Federal Regulations (CFR) 44.
4. Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended.
5. Emergency Management Assistance Compact, Public Law 104-321.
6. Homeland Security Presidential Directive 3: Homeland Security Advisory System.
7. Homeland Security Presidential Directive 5: Management of Domestic Incidents.
8. Homeland Security Presidential Directive 7: Critical Infrastructure Identification, Prioritization, and Protection.

B. State

1. *Constitution of the State of Texas*.
2. Executive Order of the Governor relating to Emergency Management and Homeland Security
3. Chapter 418 (Emergency Management), Government Code.
4. Chapter 421 (Homeland Security), Government Code.
5. Chapter 433 (State of Emergency), Government Code.
6. Chapter 791 (Inter-local Cooperation Contracts), Government Code.
7. Chapter 778 (Emergency Management Assistance Compact), Health and Safety Code.
8. Sections 88.112-88.116 (South Central Interstate Forest Fire Protection Compact), Education Code
9. Respective State Agency, Department, and Commission enabling legislation.
10. Title 37 (Public Safety and Corrections), Administration Code.
11. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003.

C. Local

1. [TAMUS Policy 34.07.01 Emergency Operations Plans](#)

D. Mutual Aid Agreements & Contingency Plans

1. Universities
 - [Corpus Christi](#)
 - [Kingsville](#)
2. Inter-local Agencies
 - [Laredo Independent School District Police](#)
 - [Laredo Independent School District Early College High School \(Student Health\)](#)
 - [City of Laredo Health Department](#)
 - [United ISD Police Department](#)
 - [City of Laredo Police Department](#)
 - [City of Laredo](#)
 - Webb County Sherriff's Office - pending
 - Laredo Medical Center - pending
 - Doctors Hospital - pending

- UTHSCSA- pending
- [Laredo Fire Department](#)
- Laredo Community College - pending

Purpose

A. Purpose of this Plan

1. A comprehensive EOP describes how the University will mitigate against, prepare for, respond to, and recover from the impact of hazards to public health and safety, including natural hazards, technological accidents, homeland security threats, and other emergencies.
2. This plan establishes operational concepts and identifies tasks and responsibilities required to carry out a comprehensive emergency management program. It describes the University's emergency management organization, direction, and control. It indicates who is expected to do what, when, where, and how to prevent and manage emergency situations. It defines the specific duties and responsibilities for coordination of appropriate preparedness, mitigation, response, and recovery actions.
3. This plan addresses the steps necessary to ensure continuity of university services in the event of a major disaster as well as the continuity of operations to provide protection and essential services to the University community.
4. This plan takes an all-hazard approach to emergency management. It includes provisions for flexibility of methods, operations, and actions needed to facilitate the efforts of the University in accomplishing emergency management objectives.

B. Relationship to Local Emergency Operations Plans

This plan provides for coordination with local officials concerning credible threats and the effective integration of State support for local emergency operations when local officials request State assistance. Local EOPs provide guidance for the employment of local emergency resources, mutual aid resources, and specialized regional response resources under a local incident commander who may be supported by a local Emergency Operations Center (EOC). Local emergency plans include specific provisions for requesting and employing state resources to aid in managing and resolving emergency situations for which local resources are inadequate.

C. University Mission in an Emergency/Disaster

- Protect lives and property
- Mitigate the effects of a disaster
- Prepare for emergencies and disasters
- Respond to emergencies promptly and properly
- Aid in recovery from disasters

D. University Goals

- Provide emergency response plans, services, and supplies for facilities and employees
- Coordinate the use of personnel and facilities within the campus
- Restore normal services as quickly as possible
- Provide detailed and accurate documentation of emergencies to aid in the recovery process

Explanation of Terms

A. Acronyms

AAR/IP After-Action Report/Improvement Plan

APA	Abroad Program Administrator
BEC	Building Emergency Coordinator
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMT	Emergency Management Team
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
GPS	Global Positioning System
Hazmat	Hazardous Material
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ITEAP	International Travel Emergency Action Plan
NIMS	National Incident Management System
PD	Police Department
RLC	Residential Learning Community
SAPs	Standard Administrative Procedures
SOC	State Operation Center
TAMIU	Texas A&M International University
TAMUS	Texas A&M University System
VPFA	Vice President for Finance and Administration
UV	University Village

B. Definitions

- Critical Infrastructure: Assets, systems, and functions vital to the security, governance, public health and safety, or economy of the campus.
- Emergency: The occurrence or imminent threat of a condition, situation, or event that requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. TAMIU Emergency Operations Center (EOC) is typically activated to mobilize local resources, coordinate external resource support, conduct mid- and long-term planning, and disseminate emergency public information. Some technical assistance or resources may be requested from the city, County, State, the local Disaster District EOC and the State Operations Center (SOC) which may be activated to monitor and respond to a larger situation.
- Emergency situations: This term is used in this Plan when the intent is to describe a full range of crisis situations – from incidents at the low end of the crisis spectrum to disasters at the high end of spectrum.
- Disaster: The occurrence or imminent threat of widespread or severe damage, injury, loss of life or property that is beyond the capability of the campus to resolve with its resources. TAMIU EOC is activated to carry out the functions described above. City, County, State and/or federal response assistance may be needed to resolve the situation and carry out recovery activities.
- Homeland Security Activity: Any activity related to the prevention or discovery of, response to, or recovery from a terrorist attack, natural or manmade disaster, hostile or paramilitary action, or extraordinary law enforcement emergency.
- Incident: An emergency that is limited in scope and potential effects on life and property and is typically handled by on campus personnel acting under an incident commander. An

incident may require limited external assistance from other local response forces. TAMIU EOC is usually not activated.

- Inter-local agreements: Arrangements between governments or organizations, either public or private for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
- Senior University Official: President or Vice Presidents.
- Standard Administrative Procedures (SAP): Approved methods for accomplishing a task or set of tasks. SAPs are typically prepared at the department level.
- Earthquake: Shaking of the surface of the Earth resulting from a sudden release of energy in the Earth's lithosphere that creates seismic waves (Wald, 2021)
- Drought: A deficiency of precipitation over an extended period of time (usually a season or more), resulting in a water shortage (Drought Basics, 2021).
- Extreme Temperatures: A period of abnormally hot/cold weather (e.g., record high/low) above or below the normal temperatures.
- Flash Flooding: Occurs when heavy rainfall exceeds the ability of the ground to absorb it. They also occur when water fills normally dry creeks or streams or enough water accumulates for streams to overtop their banks, causing rapid rises of water in a short amount of time. They can happen within minutes of the causative rainfall, limiting the time available to warn and protect the public. (National Severe Storms Laboratory, 2021)
- Flooding: Flooding is an overflowing of water onto land that is normally dry. Floods can happen during heavy rains, when ocean waves come on shore, when snow melts quickly, or when dams or levees break. (National Severe Storms Laboratory, 2021)
- Hurricane: A [tropical cyclone](#) in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr.) or more (National Hurricane Center, 2021)
- Tornado: Narrow, violently rotating column of air that extends from a thunderstorm to the ground. (National Severe Storms Laboratory, 2021)
- Wildfire: An uncontrolled fire that burns in the wildland vegetation, often in rural areas (National Geographic, 2021)
- Winter Storm: An event in which the main types of precipitation are snow, sleet or freezing rain. (National Severe Storms Laboratory, 2021)
- Pandemic: A global epidemic that spreads to more than one continent. (Downs, MPH, 2021)
- Hazardous Material: A substance or material that the [Secretary](#) of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in [commerce](#), and has designated as hazardous under section 5103 of Federal [hazardous materials](#) transportation law ([49 U.S.C. 5103](#)) (Code of Federal Regulations, 2021)
- Airborne/Foodborne Pathogen: A viral, bacterial, fungi, or parasitic organism that causes disease. (Santos-Longhurst, 2019)
- Fire: The uncontrolled spread of flames.
- Airplane Crash: The uncontrolled landing/impact of an airplane on or near campus
- Utility Disruption: An outage, shortage, or other impact to normal utility functions
- Gas leak: The detection of mercaptan and thus the presence of natural gas due to a leak or otherwise unintentional release.
- Main Entrance Closure – the necessary restriction of pedestrian and/or vehicular traffic onto campus because of some other factor
- Vehicle Accident – A collision between two or more vehicles on campus or between (a) vehicle(s) and pedestrian(s)

- Alcohol/Drug Overdose – consuming more than the normal or recommended amount of something, often a drug or alcohol. (MedlinePlus, 2021)
- Medical Emergency – An individual experiencing a situation in which first aid or greater care is required to stabilize one's condition via professional emergency services.
- Mental Health Crisis - any situation in which a person's behavior puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community (National Alliance on Mental Illness, 2018)
- Death on Campus – loss of life on campus property, regardless of cause
- Bomb Threat – a written, or verbally expressed threat of violence using a bomb or other explosive device.
- Civil Disorder - any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual. (United States Code, 2021)
- Explosion - an accelerated release of energy generating extreme temperatures, releasing of gases, and expanding volume. (Bradbury Science Museum, 2018)
- Hostage Situation
- Cyber Attack - unwelcome attempts to steal, expose, alter, disable, or destroy information through unauthorized access to computer systems. (IBM, 2021)
- Terrorism - Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature. (FBI, 2021)

Situation & Assumptions

A. General Information

Texas A&M International University is a Member of the Texas A&M University System. The University prepares students for leadership roles in their chosen profession in an increasingly complex, culturally diverse state, national, and global society. The University provides students with a learning environment anchored by the highest quality programs built on a solid academic foundation in the arts and sciences, business, and education. To fulfill its mission, the University offers a range of baccalaureate and master's programs and the Doctor of Philosophy degree in International Business Administration. In addition to offering excellent undergraduate and graduate programs, the University pursues a progressive agenda for global study and understanding across all disciplines.

The University's current enrollment is approximately 8,500 students, and it employs over 1,200 full- and part-time employees.

B. Campus

1. The University is located in Laredo, Texas, 156 miles south of San Antonio, 158 miles west of Corpus Christi, and 153 miles north of Monterrey, Nuevo Leon, México. It is located at an enviable crossroads of international business and life, and its history is hallmarked by seven sovereign flags. Encompassing approximately 165 developed acres, the campus is made up of 26 buildings consisting of administrative and support services, instructional classroom/laboratories, competition/ recreational physical fitness, housing, theaters, and other facilities and support infrastructures.
2. Maps of fire alarm pull stations, fire hydrants, fire extinguishers, AEDs, and utility shut-off locations are available in the Physical Plant.

C. Hazard Analysis

A summary of anticipated possible hazards is provided in Appendix 16: COOP: Risk Management. A security audit has been completed for the University and can be found by contacting the Office of Environmental Health and Safety. Last hazard analysis update: 10/15/2021

D. Situation

1. The University is exposed to many hazards, all of which have the potential for disrupting the University community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided above.
2. The *State of Texas Hazard Analysis*, published by the GDEM, provides detailed information concerning the occurrences and impact of hazards in Texas. The EMT has determined the types of hazards threatening the University include:
 - a. Natural hazards such as wildfires, floods, hurricanes, and tornadoes.
 - b. Human made catastrophes such as major transportation accidents, oil spills, fires, explosions, accidents, hazardous material spills (radioactive or chemical), and criminal activity.
 - c. Homeland Security threats, including attacks by foreign military forces and terrorists with conventional, chemical, biological, nuclear, and radiological weapons; and
 - d. Other threats, including civil unrest and energy shortages.
3. Acts of terrorism can occur at any place and with little or no warning.

4. It is possible for emergency situations to occur at any time and at any place therefore, the University must be prepared to respond with little or no warning. For emergency situations that develop slowly, timely warning and implementation of preventive measures may be possible to reduce the threat to life and property.
5. Many of the threats facing the University have the potential to cause catastrophic damage, mass casualties, and mass fatalities. The occurrence of a catastrophic disaster could quickly overwhelm the University and rapidly deplete resources. It is essential that all departments on campus be prepared to continue to operate effectively during crises and continue to ensure public safety, provide essential services, and maintain uninterrupted direction and control capabilities.
6. [TAMUS Policy](#) requires the University to implement certain continuity of programs, including providing for emergency succession of incident command operations, identification of alternate operating facilities, preservation of vital records, and protection of university personnel, materials, and facilities. These measures should be in place before threats materialize to ensure continuity is maintained following emergencies or disasters.
7. Effective pre-disaster mitigation, thorough preparedness, timely warning, and well trained and equipped response forces can reduce the number of deaths and injuries caused by a hazard. Effective pre-disaster mitigation can also reduce the amount of damage to property and facilities that results from a disaster.
8. The ability of the University to respond to and provide for the safety and welfare of the University community in an emergency or disaster is directly influenced by the effectiveness of preparedness, response, and continuity of operations.
9. The ability of the University to recover and resume normal operations following a disaster is directly influenced by the effectiveness of continuity of operations and recovery planning.
10. The availability of critical emergency response and recovery capabilities and resources can be expanded through employment of mutual aid. The University is encouraged to enter into local and regional mutual aid agreements to supplement its capabilities.
11. Although the University has a limited amount of emergency response assets, contracts may be sought with private industry for certain specialized emergency response equipment, supplies, and services to supplement resources.
12. The University President has the authority to issue mandatory evacuation orders and control ingress and egress to and from the University campus. TAMIU PD also has authority pending imminent danger to life or property.

E. Assumptions

1. The University may experience emergency situations and disasters that cause death, injury, and damage, or may necessitate evacuation and sheltering of the public at risk.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. The University will develop, maintain, and implement comprehensive emergency operations plans that address hazards and contain mitigation, preparedness, response, and recovery elements and procedures in accordance with State and System planning standards.
4. Emergency response and recovery capabilities can be enhanced using supplemental resources obtained through mutual aid agreements and from private industry.
5. University emergency operations, including mutual aid, will be directed by officials of the University, except in those situations that require special expertise to cope with the problem(s) at hand.
6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the University to be prepared to carry out the initial emergency response on an independent basis.

7. The occurrence of a catastrophic event could cause such widespread damage to the infrastructure that existing emergency response capabilities of the University, state and local governments are curtailed or are otherwise inadequate for the needs of the situation.
8. Such an event could result in governments being victims of the disaster and therefore unable to adequately provide for the safety and welfare of the University community.
9. It is expected that University-owned facilities and resources in a catastrophic disaster area may also suffer widespread damage and destruction. This situation may severely limit or eliminate immediate response capabilities of the University.
10. Emergency situations may cause the death of or injury to key officials. Therefore, it is essential that the University establishes a chain of command so that response operations will be more effective. Lines of succession must be established that clearly identify who is in charge and what emergency powers they are authorized to use.
11. University offices, including emergency facilities, may be destroyed, or become inoperable during a disaster. Emergency response operations will be more effective if emergency facilities are protected and alternate sites for essential University operations are pre-selected. Having mobile emergency operations centers or command posts available may also preserve operational capabilities.
12. Normal communications systems may be destroyed, degraded, or rendered inoperable in a disaster. Emergency response operations will be more effective if compatible, alternate, and/or mobile communications capabilities are available and operational.
13. Comprehensive pre-planning will be necessary to ensure effective communications during crisis situations.
14. Normal operating procedures can be disrupted during a crisis; however, departments can still operate effectively if employees understand their emergency responsibilities and have pre-designated tasks and assembly instructions.
15. The destruction of key facilities, as well as essential equipment and supplies located in hazard-vulnerable areas can be greatly reduced through pre-planned actions to protect these resources in place or by relocating them.
16. The identification and continued protection of critical records is essential to the continuity of university operations and the effective return to normal operations of an area affected by a disaster.
17. No guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, the University can only endeavor to make every reasonable effort to respond to the situation with the resources and information available at the time.

Concept of Operations

A. Objectives

The objectives of the University are to protect the lives and well-being of the University community through the prompt and timely response of trained personnel during an incident. To meet these objectives, the University shall establish and maintain a comprehensive Emergency Operations Plan that includes plans and procedures, hazard analysis, security audits, a training and exercise schedule, and plan review and maintenance updates.

B. General

1. The University will provide emergency services to the University community during hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for, and responding to, and managing the recovery from emergencies that affect the University.

2. The University will conduct drills and exercises to prepare personnel as well as students for an emergency.
3. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the University, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
4. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency. For example, [Appendix I: Notification of Emergencies](#) addresses techniques that can be used to warn the University community for any emergency, whatever the cause.
5. The Incident Command System (ICS) will be used to manage emergencies that occur on the campus. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All EMT members will be trained in ICS.
6. Personnel tasked in this plan are expected to develop and keep current Standard Administrative Procedures (SAP) describing how emergency tasks will be performed. The University is charged with insuring that the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by the University generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

C. Operational Guidance

1. Initial Response

University personnel are likely to be first on the scene of an emergency on campus. They will normally take charge and remain in charge of the incident until it is resolved or others who have (greater) legal authority to do so assume responsibility. They should seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

- a. The Incident Commander on scene will be responsible for activating the University Emergency Operations Plan and the initial response:
 - i. Evacuation – Requires all occupants to leave the building or campus. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
 - ii. Shelter-in-place – Occupants are held in the building. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving inclement weather or other events outside of the facility.

2. Notification Procedures

- a. In case of an incident in any building on campus, the flow of information will be from the witness to the University Police Department. Information should include the nature of the incident and the impact on the University community.
- b. If further notification is warranted, TAMIU has a mass notification system which allows for announcements across campus including outdoors. The mass notification system can also deliver messages by individual building, or groups of

buildings. TAMIU also utilizes SafeZone, an emergency messaging system capable of communicating emergencies via text messages and push notifications to those registered, e-mails to all employees and students, and computer monitor crawl messages to all University computers. This system is managed by UPD and can be initiated by an Officer or other trained UPD staff member using the dedicated phoneline in Dispatch.

- c. Mass notification through emails, SafeZone and social media shall be initiated through the Office of Public Relations, Marketing, and Information Services and/or the Director of the University Police Department.
- d. Media venues (Television, Radio, and Newspaper) can be utilized to notify the public through the Office of Public Relations, Marketing, and Information Services.

3. Training and Exercise

- a. The University understands the importance of training, drills, and exercises in the overall emergency management program in accordance with System policy. To ensure that personnel and community first responders are aware of their duties and responsibilities under the University plans, the following training, drills, and exercise actions shall occur:
 - 1. Training and refresher training sessions shall be made available for all University personnel.
 - 2. Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as appendices.
 - 3. The University plan will be tested and exercised at least annually utilizing a tabletop or functional scenario.
 - 4. A full-scale exercise of the plan shall be performed at least once every three years.
 - 5. Tests and exercises should include, whenever possible, the agencies and emergency response entities which will interface with the University during an emergency.
 - 6. Actual emergency situations serious enough to require activation of the EOP and activation of the campus EOC will not suffice to meet the requirements for a full-scale exercise.
 - 7. The University should participate in external drills or exercises sponsored by local emergency responders. Availability of University personnel and the nature of the drill or exercise relating to improving the University's ability to respond to and deal with emergencies shall govern the degree to which the University will participate.
 - 8. SafeZone will be tested monthly on the first Monday of each month.
 - 9. Classroom phones, emergency hallway phones, elevator phones and exterior emergency phones (maroon pods) are tested monthly by TAMIU PD after hours. Tests are conducted to ensure each location when activated is received by TAMIU PD.
 - 10. Classroom mass notification testing is performed following the 21st class day of the fall and spring semesters by Public Relations, Marketing, and Information Services (PRMIS) and TAMIU PD. Tests are conducted to ensure mass notification system is working properly.

4. Exercise and Training History

Date	Training/ Exercise	Type	Scope	Location
3/6/2015	Exercise	Fire Drill	Functional	Killam, 3 rd floor
11/20/2017	Exercise	Confined Space Evacuation/Extraction	Functional	Unk.
9/13/2019	Exercise	Hazardous Materials Incident	Tabletop	UPD
9/24/2021	Exercise	Residence Evacuation Drills	Functional	RLC, UVIL
11/13/2021	Exercise	Mass Casualty Incident	Full-Scale	KLM front lawn, CNS
4/2/2022	Exercise	Mass Casualty Incident	Full-Scale	ZSC green, CNS
3/15/2022	Exercise	Campus Evacuation Drills	Functional	Campus- wide
9/6/2022	Exercise	Building Evacuation Drills	Functional	Campus- wide
9/20/2022	Exercise	Campus Monkeypox Infection	Tabletop	Physical Plant
9/19/2023	Exercise	Building Evacuation Drills	Functional	Campus- wide

5. Implementation of the Incident Command System (ICS)

- a. The designated Incident Commander (IC) for the University will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to university officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For disaster situations, a specific incident scene may not exist in the initial response phase and the City or County Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the University and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

6. Source and Use of Resources

The University will attempt to use its own resources to respond to emergency situations if possible. If additional resources are required, the following options exist:

- Request assistance from City and County emergency responders.
- Request assistance from other System components.
- Request assistance from State, Regional and/or Federal agencies by appointed University liaisons.
- Request assistance from volunteer groups active in disasters.

- Request assistance from industry or individuals who have resources needed to assist with the emergency.

D. Incident Command System (ICS)

1. The University intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary, emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The incident commander is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all these functions. For larger incidents, several individuals from different TAMIU departments may be assigned to separate staff sections charged with those functions.
3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. (ICS)—Emergency Operations Center (EOC) Interface

1. For campus-wide disasters, the University EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency and managing the resources committed there.
 - c. Approving communications to the University community of the incident and providing emergency instructions.
 - d. Determining and implementing protective measures (evacuation or shelter-in-place) for the University community in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the University EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for incident command operations.
 - b. Issuing campus-wide warning.
 - c. Issuing instructions and providing information to the public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating activities with other governmental response agencies.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command post may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all phases of emergency management.

1. Mitigation/Prevention

University will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency management program are:

- a. Hazard Analysis
 - 1) Identifying hazards
 - 2) Analyzing hazards
 - 3) Mitigating/preventing hazards
 - 4) Monitoring hazards
- b. [Security Audit \(Appendix 10\)](#) utilizing one of the following:
 - 1) Texas School Safety Center Safety and Security Audit Toolkit
 - 2) International Association of Campus Law Enforcement Administrators Risk Assessment Form
 - 3) Audit guidelines approved by the Texas Division of Emergency Management

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

- a. Providing emergency equipment and facilities.
- b. Emergency planning, including maintaining this plan and appendices.
- c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this University during emergencies in training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- e. Completing and submitting to the System Office of Environment, Safety and Security an After-Action Review after drills and exercises. Notification of actual emergencies will be communicated to System Risk Management.
- f. Revise plan as necessary and submit a copy to the System Office of Environment, Safety and Security at the time of the safety and security audit, once every three years or upon request. Additionally, a revised plan should be submitted any time significant revisions are made.

3. Response

The University will respond to emergency situations effectively and efficiently. The focus of most of this plan and its appendices is on planning for the response to emergencies. Response operations are intended to resolve an emergency quickly while minimizing casualties and property damage. Response activities include warning, first aid, fire suppression, law enforcement operations, evacuation, shelter and mass care, search, and rescue, as well as other associated functions.

4. Recovery

When disaster occurs, the University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the University community. Long-term recovery focuses on restoring the campus to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students and staff. Examples of recovery programs include temporary relocation of classes, restoration of services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

G. Increased Readiness Conditions

Most emergencies follow some recognizable build-up period during which time actions can be taken to achieve an appropriate state of maximum readiness. The President will determine the Universities alert posture. General departmental actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that disasters are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

The following conditions of increasing readiness will be used as a means of delineating the University's alert posture.

1. **Level 4** – The term “Level 4” will be used to **denote a situation that causes a higher degree of readiness than is normally present**. Employees should review emergency plans and check supplies and equipment. “Level 4” actions will be triggered by the onset of hazard vulnerability seasons such as tornado season, flash flood season, fire threats due to severe drought conditions, etc., the potential for civil unrest, or an increase in international tensions.
2. **Level 3** – The term “Level 3” will be used to **refer to a situation which presents a greater potential threat than “Level 4” but poses no immediate threat to life and/or property, that is, that threats are possible**. This condition includes situations that could develop into hazardous conditions such as tornado watches, small-scale civil unrest, or possible enemy attack. Departments should begin preparing contingency plans for possible emergency responses. “Level 3 actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. Declaration of “Level 3” by the Emergency Management Director/Coordinator will require the initiation of the increased readiness activities.
3. **Level 2** – the term “Level 2” will be used to **signify hazardous conditions in which the significant potential and probability of causing loss of life or extensive damage to property are probable**. This condition will require some degree of warning to personnel and will be triggered by severe weather warning information issued by the National Weather Service. A *Tornado Warning* will be issued when a tornado has been sighted in the area or is indicated by radar and may strike in the vicinity. A *Flash Flood Warning* will be issued to alert people that flash flooding is imminent or occurring on specified streams or designated areas, and that immediate action should be taken. *Civil Disorder Warning* will be issued when there is relatively large-scale, localized violence, and/or when the international situation has deteriorated to the point that enemy attack is probable. This condition may/may not allow sufficient time for an orderly evacuation. Departments should place essential personnel on standby status and the EOC may be activated.

4. **Level 1** – The term “Level 1” will be used to **signify that hazardous conditions are imminent**. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event and includes: a tornado has been sighted close to the University; wide-spread flooding is occurring; civil disorder precipitates large-scale violence; or an enemy attack is imminent based upon the evaluation of intelligence data. This warning (attack warning) will be declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS). Departments will activate emergency personnel and respond to the situation, the EOC will be activated, and non-essential services may be suspended.

Organization and Assignment of Responsibilities

A. Organization

1. General

The President, as the Chief Executive Officer for Texas A&M International University (TAMIU) has adopted the National Incident Management System (NIMS) and Incident Command System (ICS) as the TAMIU protocol for emergency response. The ICS approach allows the capability to expand or contract to meet the needs of the incident granting the University flexibility in identifying and utilizing resources which heightens efficiency during response. The University has emergency functions in addition to normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. The University organization for emergencies includes an Incident/Damage Assessment Team, Emergency Management Team, and Emergency Response Team.

2. Incident/Damage Assessment Team

This group provides guidance and direction for emergency management programs, emergency response and recovery operations. Select Members of the Incident/Damage Assessment Team coordinate with local emergency services to develop functional appendices for specific hazards, coordinates the University’s planning activities, and recruits members of the University’s Emergency Response Team. Members of this group are those whose function or capabilities relate to important phases of emergency management. The Incident/Damage Assessment Team includes the Vice President for Finance and Administration, Director of University Police, Director of Physical Plant and Director of the Office of Environmental Health and Safety.

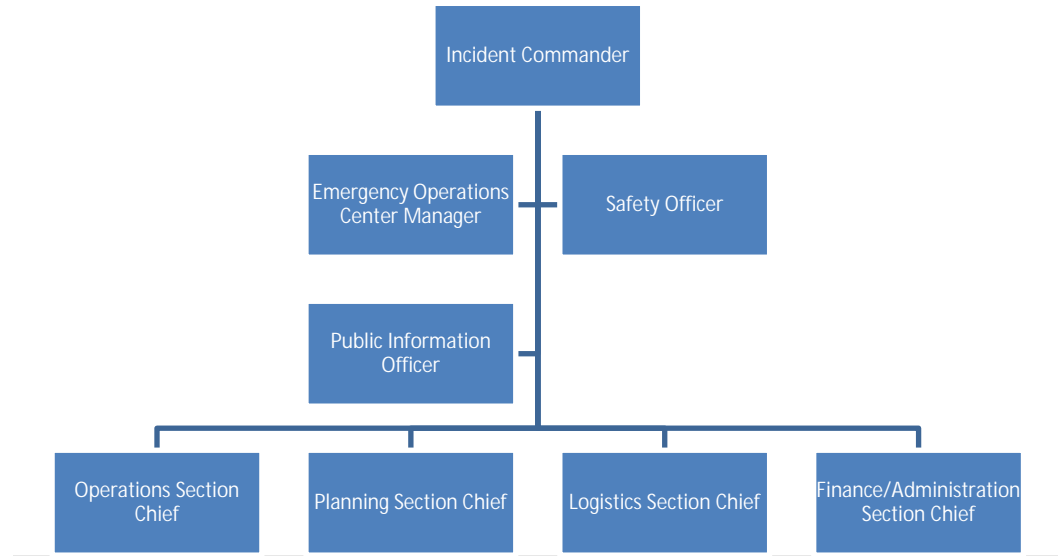
3. Emergency Management Team

The Emergency Management Team develops emergency operation plans for the University. The Emergency Management Team may include as indicated by appropriate appendices:

- a. Incident/Damage Assessment Team
- b. President
- c. Provost and Vice President for Academic Affairs
- d. Vice President for Student Engagement
- e. Vice President for Enrollment Management
- f. Associate Vice President of Information Technology/Chief Information Officer
- g. Director of Public Relations, Marketing, and Information Services
- h. Director of Housing and Residence Life
- i. Director of Student Health Services
- j. Director of Event Services

4. Emergency Response Team

The Emergency Response Team assists the Incident Commander in managing an emergency and providing care for the University community before local emergency services arrive or in the event normal, local, emergency services are unavailable. The Emergency Response Team includes members from University Police, Physical Plant, Environmental Health & Safety (EHS), and Building Emergency Coordinators.



B. Assignment of Responsibilities

For most emergency functions, successful operations require a coordinated effort. University personnel with the most appropriate knowledge and skills are assigned primary responsibility for planning and coordinating specific emergency functions. Other personnel may be assigned support responsibilities. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Incident/Damage Assessment Team, Emergency Management Team, Emergency Response/Recovery Team, and Faculty/Staff. Additional, specific responsibilities can be found in the functional appendices to this Plan.

1. Incident/Damage Assessment Team Responsibilities:

The Incident/Damage Assessment Team should be trained and certified at a minimum in ICS-100, ICS-200, ICS-300, ICS-400, NIMS-700, and NIMS-800.

a. Vice President for Finance and Administration

- Maintains communication with the University President.
- Confers with the Incident Commander and receives information from other members of the Incident/Damage Assessment Team or other University administrative personnel regarding the emergency as necessary.
- Assists in determining level of campus evacuations.
- Notifies and conducts liaison activities with the TAMIU administration, other governmental agencies, and others, as needed.

- Works with the Director of TAMIU PD in assessing damages from the emergency and preparing the University's specific responses.
- Coordinates Interagency Contract Services agreements pertaining to student evacuations with other agencies.
- Informs appropriate employees of emergency situations.
- Assists in the implementation of emergency procedures.
- Coordinates contracts with essential outside agencies and private contractors.

b. Director of Physical Plant

- Has overall responsibility for damage control and recovery efforts
- Member of Incident/Damage Assessment Team.
- Initiates procedures to secure campus facilities for hazardous weather conditions, if needed.
- Furnishes emergency power and lighting systems to the extent possible.
- Surveys habitable space and recommends to the President space for relocation of essential services.
- Leads recovery effort with the assistance of appropriate agencies to ascertain the damage in each building and reports the findings to the VPFA.
- Provides technical knowledge about university facilities, (i.e., blueprint, HVAC, and wiring information.)
- Provides equipment and personnel to perform shutdown procedures and control hazardous areas.
- Supplies marking tapes, barrier tapes, barricades, and clears debris.
- Makes emergency repairs and protects equipment.
- Provides University owned/leased vehicles and equipment, provides operators for movement of personnel and supplies, and assigns vehicles for emergency use.
- Helps establish liaison with vendors and developers to order equipment, supplies and materials needed during the actual emergency.
- Coordinates with EMT members in securing equipment, material, and supplies.
- Develops means to secure emergency/temporary personnel during the emergency.

c. Director/Chief of University Police

- Initiates immediate contact with the VPFA and begins assessment of the emergency condition.
- Member of the Incident/Damage Assessment Team.
- Notifies and conducts liaison activities with the Laredo Police and Fire Departments, the City of Laredo Emergency Management Coordinator, and other appropriate governmental agencies. Maintains communications with representatives of these agencies throughout the duration of the emergency.
- Takes steps to assure that TAMIU PD is in position to provide immediate and appropriate action to protect life and property.

- Takes steps to assure that TAMIU PD provides access control, perimeter, and internal security patrols, and directs assistance of outside agencies, as needed.
- Provides and equips an alternate site(s) for the emergency incident command post should this become necessary. Under MOU, the Fire Dept. EOC may be used.
- Director of TAMIU PD or their designee provides the "All Clear" notification to return to normal working conditions or to re-enter evacuated buildings or spaces.

d. Director, Environmental Health and Safety

- Serves as a member of the Incident/Damage Assessment Team.
- Shares knowledge concerning safety issues, including locations of potential chemical hazards.
- Provides or arranges for appropriate on-site coordination whenever there is a chemical hazard emergency.
- Maintains liaison with TAMIU PD, the Director of Physical Plant, the Laredo Fire Department, the City of Laredo Health Department, City of Laredo Emergency Management Coordinator, and other governmental agencies as related to the crisis.
- Assures that proper documentation is maintained and that reports required by external agencies are prepared and submitted.
- Recommends appointment of the Building Emergency Coordinators. Updates the appointments as needed.
- Maintains current inventory of emergency supplies.
- Ensures that the Building Emergency Coordinators are trained and understand their responsibilities. Training should include, but is not limited to, the teaching of emergency techniques (such as fire extinguisher use, and basic first aid, CPR and Automated External Defibrillators), familiarization of emergency exits, building evacuation procedures, and proper assembly areas.

2. Emergency Management Team:

The EMT should be trained and certified at a minimum in ICS-100, ICS-200, ICS-300, ICS-400, NIMS-700, and NIMS-800.

- Coordinates the University's response to critical incidents involving students while paying special attention to the safety and security needs of all members of the University community.
- Assists in offering counseling, guidance, and appropriate support to members of the University community and their families as needed.
- The EMT should meet at least quarterly to discuss and update the EOP as necessary.
- The team will conduct post-incident meetings to evaluate the effectiveness of the emergency management procedures.

a. President

- Grants the Incident Commander the authority to make executive decisions concerning the overall management of the emergency.
- Shall inform the chancellor and the executive secretary of the 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 per System Policy 34.07. The executive secretary of the board shall, in turn, keep board members properly informed.

b. Provost and Vice President for Academic Affairs

- Ensures that academic staff and faculty members are aware of Emergency Management Procedures and participate in drills and exercises.

c. Vice President for Student Engagement

- Assists in incidents involving students.
- Coordinates activities with Student Government Association.
- Ensures that medical and mental health staff are available to provide support for major crises, (i.e., earthquake, fire, etc.)
- Consults and coordinates Student Health Services and Student Counseling Services to respond to crisis involving students (i.e., sexual assault, attempted suicide, mental health crisis, alcohol/drug overdose).
- Deploys counselors and/or nurses on campus, as needed.

d. Vice President for Enrollment Management

- Collaborates with the Enrollment Management team to ensure timely communication with prospective students during emergencies.
- Ensures continuity of financial aid services during emergencies.
- Safeguards academic records and ensures accessibility during emergency evacuations or remote operations.
- Ensures maintaining essential registration and class schedules.
- Provides support and guidance to international students during emergencies, including visa-related assistance.
- Collaborates with Student Health Services for international student healthcare needs during crises.
- Implements contingency plans for test scheduling and administration during emergencies.
- Ensures continuity of services for students during emergencies.

e. Associate VP of Information Technology/Chief Information Officer

- Ensures vital academic records are stored at an alternate location based on internal procedures.
- Provides means of communications/technology during emergency situations.

f. Director of Public Relations, Marketing, and Information Services

- Disseminates all official information approved by acting Incident Commander through email, phone, social media, SafeZone, and all other available communication vehicles possible.
- Establishes liaison with the news media for dissemination of information and handles all media inquiries.

- Prepares releases for the news media concerning the emergency or disaster.
- Arranges for photographic and audio-visual services.
- Updates the University website, in coordination with OIT, to include emergency information when needed.

g. Director of Housing and Residence Life

- Coordinates housing for Interagency Contract Service evacuees and TAMU on campus housing students displaced by local emergency.
- Coordinates training of emergency procedures for building occupants.
- Provides emergency flashlights for Resident Advisors.
- Assists in the coordination of food services for onsite evacuees.
- Informs all employees and residents under his/her direction of emergency as appropriate.
- Coordinates implementation of emergency procedures for Housing and Residence Life.

h. Director of Student Health Services

- Responds to medical crisis involving students.
- Coordinates and provides delivery support for medical/health services.
- Deploys and responds to nursing requests for students on campus.

i. Director of Event Services

- Coordinates logistic needs for incident support.
- Coordinate facility space needs for incident support.
- Coordinate supply distribution.
- Coordinates food service, as needed.

3. Emergency Response Team:

The ERT should be knowledgeable in TAMU's EOP. For additional specific duties see appropriate appendix.

a. Building Emergency Coordinators

For a complete list of Building Emergency Coordinators see Appendix 5 –

b. Emergency Preparedness

- Maintains the first aid kits and flashlights for their building or area.
- Completes training in emergency techniques such as CPR, basic First Aid, fire extinguishers, active intruder and building evacuation procedures.
- Remains cognizant of employees and students with disabilities or other unique situations in their building or area that may need assistance evacuating.
- Remains cognizant of building floor plans and evacuation routes.
- Serves as the communication link or contact for their building or area with EHS or UPD in all matters concerning emergency preparedness.
- Provides information to EMT as necessary.

c. Emergency Situations

- Take immediate action to deal with emergencies when appropriate.
- Inform employees of emergency conditions.
- Provides CPR to those people in need when necessary.
- Reports names of individuals who refuse to evacuate building to UPD.
- Assists with return to building when "All Clear" notification received.
- Provides information to EMT as necessary.

d. Vice, Associate, & Assistant Vice Presidents, Deans, Department Chairs, Faculty, Supervisors and All Employees not already mentioned.

- Remains informed on general information concerning TAMIU emergency procedures and any specific information regarding safety in his/her building.
- Ensures employees under his/her direction attend safety training courses provided by TAMIU as required.
- May provide employees and/or students in their department or area of responsibility with general information concerning TAMIU emergency procedures, as well as any specific information regarding safety in their building(s).
- Informs staff and/or students in their department or area of responsibility in an emergency and, if appropriate, initiates emergency procedures.
- Assists students, staff, and other faculty in responding to building evacuation guidelines and directs them to report to their designated assembly area.
- Assigns employees and/or students to assist in the evacuation of persons with limited abilities as required.
- Remains at workstation to assist any of the emergency personnel who enter their building unless building is evacuated. Be aware of all appropriate building evacuation routes from their workstation.

Direction and Control

A. General

1. The Incident/Damage Assessment Team is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During major emergencies, the Incident/Damage Assessment Team may carry out those responsibilities from the Incident Command Post, (ICP).
2. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the ICP. Incident Commander will coordinate response efforts with local emergency services once on scene.
3. During emergency operations, the University administration retains administrative and policy control over employees and equipment. However, personnel will carry out mission assignments as directed by the Incident Commander.
4. If the University's resources are insufficient or inappropriate to deal with an emergency, assistance from local emergency services, System components, organized volunteer groups, private contractors, or the State/Federal should be requested.

B. Emergency Facilities

1. Incident Command Post

The Incident Commander can establish a temporary Incident Command Post located at or near the immediate vicinity of the incident site to conduct direct, on-scene control of tactical operations. At least one TAMIU PD Officer will always staff the command post until the emergency ends.

2. Emergency Operation Center

The Emergency Operation Center (EOC) is set up in the University Police Department, room 126. Members of the EMT shall report to the EOC upon request following activation. In the event UPD is not accessible, an alternate EOC will be established in Physical Plant, room 216 or other area established by the Director of University Police. The EOC should be equipped with a minimum of the following:

- Main phone line established as 956-326-3250.
- Additional multiple phone lines
- Multiple internet access points
- Television with Cable network
- Computer with projector capability
- Communication with Emergency Response Team
- The EOP with all Appendices
- Maps of campus and building floor plans
- Emergency notification phone list

a. Activation Levels

EOCs are activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies.
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.
- A similar incident in the past led to EOC activation.
- The EOC director or an appointed or elected official directs that the EOC be activated.
- An incident is imminent (e.g., hurricane warning, slow river flooding, elevated threat levels);
- Threshold events described in the emergency operations plan occur; and/or
- Significant impacts to the population are anticipated.

EOCs frequently have multiple activation levels to allow for a scaled response, delivery of the needed resources, and a level of coordination appropriate to the incident.

Activation Level	Description
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3	Normal Operations/ Steady State	Activities that are normal for the EOC when no incident or specific risk or hazard has been identified. Routine watch and warning activities if the EOC normally houses this function
2	Enhanced Steady-State/ Partial Activation	Certain EOC team members/organizations are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident
1	Full Activation	EOC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat

b. Activation Procedures

1. UPD Dispatchers or EHS Staff receive information regarding a potential or imminent threat that may cause significant disruption to the University.
2. UPD notifies EHS, if not currently informed
3. EHS notifies VP of Finance and Administration
4. Emergency Management Team activated and requested to report to Primary or Alternate EOC, if safe to do so
5. EHS works with UPD to activate EOC by performing the following actions:
 - a. Turn on lights
 - b. Set up tables and chairs in inward-facing shape
 - c. Set up conference phone line
 - d. Prepare extension cords for use for those in need
 - e. Coordinate with OIT if backup location required

C. Line of Succession

The below information represents an ideal line of succession. For a more detailed and current roster, please consult the EMT's Emergency Contacts spreadsheet.

1. **University President**
 - a. VP for Finance and Administration
 - b. Provost/VP Academic Affairs
2. **Provost/VP Academic Affairs**
 - a. Associate Provost
 - b. Associate VP for Academic Affairs
 - c. VP for Student Engagement
3. **VP for Finance and Administration**
 - a. Associate VP, Finance and Administration
 - b. Senior, Director, Campus Safety and Planning
 - c. Director of Budget, Payroll, and Fiscal Analysis
4. **VP for Enrollment Management**
 - a. Associate VP, Enrollment Management
 - b. Director, Admissions
 - c. Registrar
5. **VP for Student Engagement**
 - a. Director, Student Conduct

- b. Program Director, Student Orientation, Leadership and Engagement
- 6. **Associate VP for Information Technology/Chief Information Officer**
 - a. Director, Academic Technology
 - b. Director, Information Technology
- 7. **Director of Public Relations, Marketing and Information Services**
 - a. Associate Director, Marketing
 - b. Publications Coordinator
 - c. Director, Digital Media
- 8. **Director/Chief of University Police Department**
 - a. Assistant Chief
 - b. Lieutenant, Criminal Investigation Division
 - c. Lieutenant, Patrol
- 9. **Director of Physical Plant**
 - a. Assistant Director
 - b. Supervisor
- 10. **Director, Environmental Health and Safety**
 - a. Environmental Health and Safety Assistant Manager
 - b. Environmental Health and Safety Coordinator
 - c. Environmental Health & Safety Specialist
- 11. **Director of Student Health Services**
 - a. Associate Director, Student Health Services
 - b. Registered Nurse III
 - c. Registered Nurse II
- 12. **Director, Event Services**
 - a. Manager, Event Services
 - b. Administrative Associate
 - c. Events Specialist
- 13. **Director of Student Housing**
 - a. Assistant Director for Residence Life
 - b. Assistant Director – Operations

Continuity of Operations

A. General

1. The occurrence of a disaster could impede the ability of the University to provide for the safety and well-being of the University community. Continuity of operation consists of a variety of comprehensive activities designed to ensure the preservation of our campus and the continued ability of the University to provide protection and essential services.
2. Continuity of operations requirements include key direction and control actions that must be accomplished so that the University can continue to operate effectively regardless of the emergency or disaster situation and actions necessary for the operation of the University. Each department shall develop their respective continuity of operation plan.

B. Line of Succession

Reference Line of Succession under section [VII. Direction and Control](#).

C. Emergency Action Steps

General guidelines are included in each Appendices of this plan that identify actions to be taken by the University and the circumstances that trigger these actions.

D. Protection of Resources

1. The emergency or disaster may require that the University relocate offices, facilities or work areas, and personnel to safer locations. A relocation of this type will require an adjustment to daily operations and a concentrated effort to accomplish only mission-essential responsibilities resulting in a decreased effort devoted to non-essential functions as determined by the Incident/Damage Assessment Team.
2. The University procedures for identifying and recalling employees are identified in [Appendix 4](#).

E. Protection of Vital Records

Vital records and reports will be protected in accordance with the *Preservation of Essential Records Act (Title 4, Chapter 441.051 - 441.062)*. Student academic records considered essential for the recovery process following a disaster which has damaged or destroyed state facilities or systems are protected as indicated in this plan. If records are damaged during an emergency, this University will seek professional assistance to preserve and restore them.

Administration and Support

A. Agreements and Contracts

1. Should University resources prove to be inadequate during an emergency, requests will be made for assistance from local emergency services, other System components, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts that arise during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that this University is party to are summarized in [Appendix 8](#).

B. Reports

1. It is recommended that emergencies that require activation of this plan utilize at a minimum the [ICS 201 Incident Briefing Form](#) and the [ICS 202 Incident Action Plan](#).
2. An After-Action Report/Improvement Plan (AAR/IP) of any test or exercises involving this plan shall be developed.
3. AAR/IP submission and reporting shall be made through the [System Office of Environment, Safety and Security](#), through the [Office of Environmental Health & Safety](#).

C. Records

1. Record Keeping for Emergency Operations

The University is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established System and University fiscal policies and standard cost accounting procedures.

a. Activity Logs

The ICP, or other designated individual shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to local emergency services

- 3) Significant changes in the emergency.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the staff and students.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. The University shall maintain records summarizing the use of personnel, equipment, and supplies in the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.
 - c. Emergency or Disaster Costs. For major emergencies or disasters, the University shall maintain detailed records of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs.
 - 2) Equipment operation costs.
 - 3) Costs for leased or rented equipment.
 - 4) Costs of contract services to support emergency operations.
 - 5) Costs of specialized supplies expended for emergency operations.
- These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the insurance carrier, and/or state/federal government.

D. Post-Incident and Exercise Review

The Incident/Damage Assessment Team and/or EMT are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail written and/or verbal input from appropriate participants. Where deficiencies are identified, appropriate personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action. An After-Action Report/Improvement Plan (AAR/IP) of these findings shall be submitted to the System Office of Environment, Safety and Security in compliance with [System Policy 34.07.01](#).

Plan Development and Maintenance

A. Plan Development

The EMT, or their designee, is responsible for the overall development, maintenance, and completion of the EOP, including appendices. The President is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. Copies of plans and appendices may be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. All students and employees have access to the plan and appendices on the EHS website.

C. Review

The EMP and its appendices shall be reviewed annually by the EMT and/or the Office of Environmental Health and Safety. The President or designee shall submit the updated plan to the System Office of Environment, Safety and Security at the time of the University's 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.

D. Update

This plan will be updated based upon deficiencies identified during emergencies and exercises and when changes in threat hazards, resources and capabilities, or University structure occur.

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NOTE: All hazards with a risk priority rating of high or medium should be considered in this plan.

TAMIU recognizes that the list above may not cover all situations that warrant EMT intervention. Therefore, the determination of whether a situation warrants EMT intervention will be decided by the TAMIU PD or a senior University official.

Appendix 1 – Emergency Notifications

In an emergency, notify TAMIU Police Department immediately via one of the following ways:

- From a campus phone, dial 2911
- From mobile phone, dial (956) 326-2911
- Emergency speaker phones in elevators
- Emergency speaker phones located in hallways of select buildings
- Emergency speaker phones located in classrooms.
- Emergency phones located on campus grounds and residential housing areas.

As much information as possible should be communicated to the dispatcher. Be descriptive. Upon receiving notification and assessing the situation, TAMIU PD will implement the Emergency Communication Network. Depending on the magnitude of the incident, all or parts of the Emergency Communication Network shall be contacted. TAMIU PD personnel will contact the TAMIU PD Director and VPFA in the initial stages of the incident. All communication should be via the fastest and most reliable resource. Cell phones, office phones, or after-hours phone numbers should be utilized as the main means of notification.

If a situation arises, either on- or off-campus, that, in the judgment of the Incident Commander, constitutes a serious or continuing threat because of a crime that has already occurred (e.g., motor vehicle thefts, stalking, etc.), a campus-wide “timely warning” will be issued as soon as pertinent information is available. The Incident Commander is the individual responsible for on-scene incident activities and has overall authority and responsibility for conducting incident operations (FEMA, 2018). An Incident Commander may include, but is not necessarily limited to, the Director of University Police, his/her designee, or a police officer.

In addition, an emergency notification may be distributed upon confirmation that a situation underway represents an immediate threat to the health or safety of students or employees (e.g., active shooter, gas leak, fire, etc.). Upon approval of the Incident Commander, a timely warning or emergency notification will be issued by the Director of Public Relations, Marketing and Information Services, the Director of University Police, or his/her designee, or by a University Police Dispatcher. Timely warnings and/or emergency notifications may be distributed through any combination of the following means:

- **SafeZone:** Mass notification system that alerts subscribers via text message or push notifications in the event of a campus emergency or closure.
- **Email:** All employees and students can receive notification via TAMIU email account. Notification is NOT sent to non-TAMIU email accounts.
- **Classroom notification:** Voice messages can be released to all classrooms with phones and intercom systems installed.
- **Other social networking media:** TAMIU Webpage, Facebook, Instagram, and X (formerly Twitter) can be used to inform the public.
- **Mass Notification System:** Loudspeakers

When sending timely warnings, the University must include information that promotes safety, such as crime prevention and safety tips to assist individuals in protecting themselves. In addition, the timely warning must be reasonably likely to reach the entire campus community. When distributing an emergency notification, the University may determine the appropriate segment or segments of the campus community to receive the notification. The notice does not need to be received by the entire campus community unless found necessary. Moreover, the institution must send a follow-up notice advising that the initial emergency has been rectified/resolved. UPD tests all emergency notification devices monthly except for the outdoor mass notification system which is tested as needed.

Appendix 2 – Incident Command System (ICS)

A. BACKGROUND

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

B. FEATURES OF ICS

ICS has several features that work together to make it a real management system. Among the primary attributes of ICS are:

1. **Standard Management Functions**

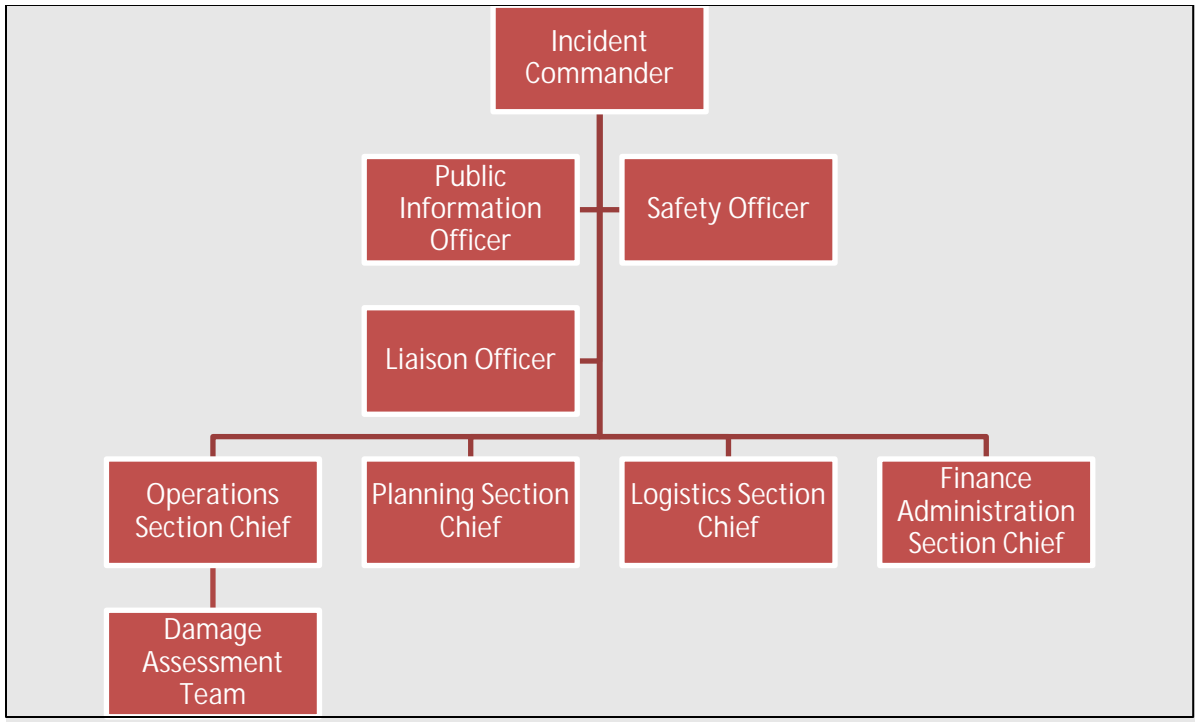
- a. **Command:** Sets objectives and priorities and has overall responsibility at the incident or event.
 - b. **Operations:** Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
 - c. **Planning:** Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
 - d. **Logistics:** Provides support to meet incident needs, provides resources and all other services needed to support
 - e. **Finance/Administration:** Monitors costs, provides accounting, procurement, time recording, and cost analysis.
2. The individual designated as the Incident Commander (IC) has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency, each function may be assigned to a separate individual.
 3. **Management by Objectives.** At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.
 4. **Unity and Chain of Command.** Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.
 5. **Organizational Flexibility.** Within the basic ICS structure, the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may oversee more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.
 6. **Common Terminology.** In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
 7. **Limited Span of Control.** The span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than three subordinates or more than seven, the existing organization structure should be reviewed.

8. **Personnel Accountability.** Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.
9. **Incident Action Plan.** The incident action plan, which may be verbal or written, is intended to provide supervisory personnel with a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or when there has been significant turnover in the incident staff.
10. **Integrated Communications.** Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
11. **Resource Management.** Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

C. UNIFIED COMMAND

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from several different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.
2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

Incident Command Structure



D. ICS RESPONSIBILITIES

The following section outlines the general ICS responsibilities as they pertain to the Crisis Management Plan. ICS organizational structure should include only the functions and positions needed to achieve the incident objectives.

1. Incident Commander

- Is the ONLY position that is always filled. It may be filled by the first primary responder on scene, and then replaced by a superior respondent trained in ICS.
- overall responsibility of command and control over managing the incident.
- Ensures incident responder safety.
- Protects health and safety of the public and the environment.
- Provides information to internal and external stakeholders.
- Maintains liaison with other agencies.

2. Public Information Officer

- Member of the Command Staff.
- Advises the Incident Commander on information dissemination and media relations.
- Serves as the primary contact for anyone who wants information.
- Serves as the conduit between internal and external stakeholders.
- Obtains information from the Planning Section.
- Coordinates with other public information staff.
- Obtains information from the community, the media, and others.

3. Safety Officer

- Member of the Command Staff.
- Ensures responder safety.
- Advises Incident Command on safety issues.

- Minimizes employee risk.
- Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

4. Liaison Officer

- Member of the Command Staff.
- Gathers information about support agencies.
- Coordinates for agencies not in command structure.
- Provides briefings and answers questions.
- Serves as the primary contact for supporting agencies assigned to the scene.

5. Operations Section Chief

- Member of the General Staff.
- Develops and manage the Operations Section
- Develops and implements strategies and tactics.
- Directs and coordinates all incident tactical operations.
- Implements the Incident Action Plan (IAP).
- Works very closely with other members of the Command and General Staff to coordinate tactical activities.
- Directs all tactical resources.
- Coordinates the staging area and assigns the Staging Area Manager if needed.

6. Planning Section Chief

- Member of the General Staff.
- Gathers and analyzes information.
- Gathers, analyzes, and disseminates intelligence and information.
- Manages the planning process.
- Compiles, develops and documents the IAP.
- Manages the activities of Technical Specialists.
- Works closely with the Incident Commander and General Staff.
- Maintains resource status.
- Maintains and displays situation status.
- Provides documentation services.
- Prepares the Demobilization Plan.
- May assign Resources Unit, Situation Unit, Demobilization Unit, Documentation Unit or Technical Specialist if needed.

7. Logistics Section Chief

- Member of the General Staff.
- Provides resources and services as needed to meet the operational objectives.
- Develops portions of the IAP.
- Meets all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations.
- Responsible for transportation, supplies, equipment maintenance and fueling, communications, medical support to incident personnel, and food for incident personnel.
- May assign a Supply Unit, Ground Support Unit, Facilities Unit, Food Unit, Communications Unit, and Medical Unit as needed.

8. Finance & Administration Section Chief

- Member of the General Staff.
- Negotiates contracts.
- Keeps time for personnel and equipment.
- Documents and processes claims related to property damage, injuries, or fatalities.
- Tracks costs.
- Manages cost related to the incident.
- Establishes liaison with vendors and developers to order equipment, supplies and materials needed during the actual emergency.
- Develops means with the Director of Human Resources to secure emergency/temporary/volunteer personnel during the emergency.

Appendix 3 – Building/Campus Evacuation and Shelter In-Place

These Procedures are divided into three categories, building evacuation, campus closure and student housing evacuation.

A. BUILDING EVACUATION

Evacuation is the result of a situation when it is no longer safe to remain inside a building. The procedure is as follows:

- An evacuation will occur when the fire alarm sounds and/or notification is made by the Laredo Fire Department, the Laredo Police Department, TAMIU PD, or another emergency responder or University official.
- All occupants shall evacuate the building via the nearest accessible, safe, marked exit and alert others to do the same. Individuals should render assistance to individuals with limited mobility if comfortable and asked to do so whom are attempting to exit the building.
- Elevators shall not be used to evacuate the building.
- Once outside the building, individuals shall proceed to their building's designated emergency assembly area as indicated below.
- Streets, fire lanes, hydrants, and walkways shall be kept clear for emergency vehicles and personnel.
- No employees or students shall return to the building until directed to do so by TAMIU PD.

Although assembly areas have been established for each building, the nearest assembly area may be used (i.e., safe area away from building at least 1.5x as far away as the building is high, yet reasonably close enough to the building to ensure visibility to emergency responders and other University personnel). Assembly areas are subject to change due to factors such as but not limited to, events, construction, weather conditions, and hazard analysis.

1) Before

- a. Plan your emergency strategy when you first enter a building:
 1. Where will you go and what will you do if you need to evacuate the building?
 2. Who will be available to help you?
 3. Ask about the location of designated areas of evacuation assistance for upper floors if elevators cannot be used for evacuation.
 4. [Environmental Health and Safety](#) staff can assist employees and students with planning.
- b. Self-identify that you have a disability to the University. Students can do so by notifying the [TAMIU Office of Disability Services for Students](#), and employees can contact the [TAMIU Office of Human Resources](#).
- c. Sign up for SafeZone to receive emergency text and push notification regarding campus emergencies.

2) During

If you cannot exit the building without using the elevator, follow the steps listed below:

- a. Go to the nearest fire-rated stairwell (ask for assistance if necessary). Check with your department supervisor, building manager, classroom instructor or residence hall advisor to determine their locations in your building or work area. Maps are available on the TAMIU EHS website.
- b. Close the door to the stairwell or room.

- c. Notify emergency personnel of your location immediately by calling 911. Remain on the line with 911 until you are evacuated.
 - d. Blindness or Visual Impairment: Exit the building following the appropriate evacuation route, which may be different than the most familiar path of travel. Don't hesitate to ask for assistance in evacuating the building. Do not use elevators.
- 3) General Guidelines for Assisting Individuals with Disabilities
- a. Check on people with disabilities or special needs during an evacuation. Ask if they need assistance. Always ask someone with a disability how you can help before giving assistance. Ask how to best help and whether there are any special considerations or items that need to accompany the person.
 - b. Do not use elevators for emergency evacuation.
 - c. In an emergency, call 911.
 - d. Check on people with special needs during an evacuation. A buddy system, where individuals arrange for volunteers or co-workers to alert and assist them in an emergency, is a good method.

Mobility Impairment: If a person cannot exit the building, ask if assistance is needed. If they elect to await evacuation assistance, attempt to use the elevator if safe to do so; if unsuccessful or unable to access an elevator, escort the person to a fire-rated stairwell or "area of rescue assistance". If needed, assist the person in calling 911. After you leave the building, immediately inform emergency personnel on site, or call 911.

Blindness or Visual Impairment: A person assisting an individual who is visually impaired should:

- 1. Ask if assistance is needed. If so, offer your elbow and provide guidance through the evacuation route. This may be especially helpful if there is debris or a crowd. Never grasp the arm of a person you are assisting.
- 2. Give verbal instructions about the safest route or direction using directional terms and estimated distances.

Deafness, Hearing Loss, Language Difficulty: If a person appears to be unaware of the need for immediate evacuation use the following guidelines:

- 1. Get their attention by touch or eye contact. State the problem clearly and simply including the need to evacuate. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.
- 2. Offer visual instructions to designate the safest route or direction by pointing toward exits or evacuation maps.
- 3. Offer to escort them from the building.

Enclosed stairwells on campus are protected by a minimum 2-hour smoke barrier.

In emergencies involving a shelter in place procedure, please assist individuals with disabilities as appropriate.

B. SUSPENSION OF OPERATIONS and/or CAMPUS CLOSURE

The decision to suspend normal operations or close the campus will be made by the President or their designee.

The announcement may come from TAMIU PD or the Office of Public Relations, Marketing and Information Services.

The procedures listed for building evacuation shall apply.

Student Housing will follow the established procedures as determined by the emergency being experienced and outlined in the appropriate appendices.

C. UNIVERSITY HOUSING EVACUATION

Office of Housing and Residence Life has the responsibility to account for student residents in campus housing during an evacuation. There are two types of evacuations of the University Village (UV) and Residential Learning Community (RLC) contemplated in this plan: Short Term and Long Term.

Short-Term evacuation is defined as displacement from the UV and/or RLC for 24 hours or less.

Any evacuation of the UV and/or RLC greater than 24 hours duration is considered **Long-Term** displacement or evacuation.

In the event of an emergency that requires the evacuation of residents from the UV or RLC, all residents may be temporarily housed or “staged” in the Kinesiology Convocation Building. The Director of Housing and Residence Life will make arrangements to provide temporary sleeping and eating facilities while a determination is made as to whether the duration of the evacuation is Short Term or Long Term.

A roster of displaced residents will be established as residents are relocated. That roster will be made available to TAMIU PD.

If the evacuation is Long Term, the Director of Housing and Residence Life will arrange long-term housing for the displaced residents as well as the location(s) and telephone number(s) where they may be reached.

D. SHELTER IN PLACE during weather emergencies

- Move away from outside rooms and go to a center hallway
- An interior area at the bottom level of the building is preferable
- Avoid windows and areas with glass
- Avoid auditoriums or gymnasiums or other areas with wide, free span roofs
- Keep telephone lines free for emergency responders
- **Do not call 911 for information.**
-

E. For SHELTER IN PLACE during active shooter situations, see [appendix 13.1](#).

Appendix 4 – Personnel Recall

To expedite recall of the TAMU staff and faculty to the campus, all employees will be divided into three categories, as follows:

- **EMERGENCY MANAGEMENT TEAM**
- **EMERGENCY RESPONSE TEAM** - members are determined by Emergency Response Team department heads based on the nature of incident with final approval from Incident Commander.
- **GENERAL** - includes students, faculty, and staff.

Incident Commander, or their designee will recall members of the EMT as appropriate via phone, email or other means.

EMT members will recall the Emergency Response Team members as deemed appropriate by the emergency via phone or other means.

Emergency Response Team department heads will determine the essential personnel roster and provide to the Incident Commander for approval. If necessary, TAMU PD will be issued a personnel roster prior to recall order. And only personnel on the roster will be allowed re-entry to campus.

If necessary, TAMU PD will control access at key identified intersection(s).

When the Emergency Response Team is recalled, they will be asked to report to a central location on campus to establish the recovery objectives and return the campus to normal operation.

Once the campus is determined safe for all occupants, the Incident Commander in communication with the University President will issue the general recall. Communication to the University community regarding the general recall will be via SafeZone, University web page, Laredo area radio and television stations, local newspapers, and television stations as appropriate.

A special hotline may be established so Emergency Management Team and Emergency Response Team Department Heads can call to receive recorded information at 956-326-2001.

Appendix 5 – Emergency Team Memberships

A. INCIDENT/DAMAGE ASSESSMENT TEAM

NAME	POSITION	PHONE
Juan J. Castillo Jr.	Vice President for Finance and Administration	956-326-2380
Cordelia Perez	Director/Chief, University Police	956-326-2100
Daisy Aguilera-Navarro	Director, Physical Plant	956-326-2325
Adrian Dominguez	Director, Environmental Health and Safety	956-326-2756

B. EMERGENCY MANAGEMENT TEAM

It is the responsibility of the TAMIU PD Office Coordinator to maintain a constantly updated emergency telephone list.

The Incident Commander has the responsibility to command and coordinate the EMT which consists of the Incident/Damage Assessment Team and the following:

NAME	POSITION	PHONE
Pablo Arenaz	President	956-326-2320
Claudia San Miguel	Provost & Vice President for Academic Affairs	956-326-2240
Juan G. Garcia, Jr.	Vice President for Enrollment Management	956-326-2468
Rosalinda Garcia	Vice President for Student Engagement	956-326-2953
Miguel Munoa Jr.	Associate VP, Information Technology/CIO	956-326-2301
Enrique Botello	Director, Event Services	956-326-2931
Steve K. Harmon	Director, Public Relations, Marketing and Information Services	956-326-2180
Claudia C. Beltran	Director, Student Health Services	956-326-2873
Luis Stagg	Director, University Housing	956-326-1303

C. BUILDING EMERGENCY COORDINATORS

See current list on [EHS website](#)

Appendix 6 – Telephone List

It is the responsibility of the University Police Department Dispatch to maintain a constantly updated emergency telephone list for the emergency response team. Personal phones numbers are intentionally not listed here.

The Emergency Management Team maintains a current roster of appropriate personnel and their contact information.

Appendix 7 – ICS Forms

[Click here to access the most current FEMA ICS forms.](#)

Overview of all ICS forms:

- 201, Incident Briefing
- 202, Incident Objectives
- 203, Organization Assignment List
- 204, Assignment List
- 205, Incident Radio Communications Plan
- 206, Medical Plan
- 207, Organizational Chart
- 209, Incident Status Summary
- 210, Status Change Card
- 211, Check-In List
- 213, General Message
- 214, Unit Log
- 215, Operational Planning Worksheet
- 215a, Incident Action Plan Safety Analysis
- 216, Radio Requirements Worksheet
- 217, Radio Frequency Assignment Worksheet
- 218, Support Vehicle Inventory
- 219-2, Card Stock - Green
- 219-4, Card Stock - Blue
- 219-6, Card Stock - Orange
- 219-7, Card Stock - Yellow
- 220, Air Operations Summary
- 221, Demobilization Plan
- 221, Demobilization Checkout Instructions
- 226, Individual Personnel Rating
- 308, Resource Order Form - Front
- 308, Resource Order Form - Back
- 308, Resource Order Form – Example

Appendix 8 – Mutual Aid Agreements

Universities

- 8.1 Texas A&M University - Corpus Christi
- 8.2 Texas A&M University - Kingsville

Inter-Local Agencies

- 8.3 Laredo Independent School District Police Department
- 8.4 Laredo Independent School District Early College High School Health Care
- 8.5 City of Laredo Health Department
- 8.6 United Independent School District Police Department
- 8.7 City of Laredo Police Department
- 8.8 City of Laredo
- 8.9 City of Laredo Fire Department
- 8.10 Webb County Sherriff's Office - pending
- 8.11 Laredo Medical Center - pending
- 8.12 Doctors Hospital - pending

A. MOU – Texas A&M University – Corpus Christi

THE TEXAS A&M UNIVERSITY SYSTEM INTRASYSTEM COOPERATION CONTRACT Re: emergency evacuation

This Contract and Agreement is entered into by and between the members of the Texas A&M University System shown below as Contracting Parties.

I. Contracting Parties:

Performing Party:	Texas A&M International University (761) ("TAMIU")
Contact Person:	Juan J. Castillo, VP of Finance and Administration 5201 University Boulevard Laredo, TX 78041 956-326-2380
Receiving Party:	Texas A&M University-Corpus Christi ("TAMU-CC")
Contact Person:	Stephanie Box 6300 Ocean Drive, UC 318C Corpus Christi, TX 78412 361-825-6290

II. Contract Activation

This Contract will be activated only when Texas A&M University-Corpus Christi (TAMU-CC) determines it will be necessary to evacuate students who reside in on-campus housing for whatever reason to Texas A&M International University (TAMIU). A TAMU-CC designated representative will contact the TAMIU representative listed under the *Contact Information for Activation* at the end of this contract, and a primary contact for each agency will be provided to the other prior to activation.

III. Statement of Services to be Performed

1. Texas A&M International University will permit the evacuation of TAMU-CC students who reside in on-campus housing under the following conditions:
 - Occupancy at TAMIU is limited to 600 students, and TAMU-CC understands that TAMIU has MOUs with other agencies including, but not limited to, the City of Laredo Health Department, Texas A&M University-Kingsville, and University of Texas at Brownsville.
 - TAMU-CC must complete the *Logistics Information Sheet* which will be provided by TAMIU upon initial notification of an impending evacuation.
 - TAMU-CC must send a senior level administrator (director or above) from Student Affairs or Student Housing for the duration of the evacuation event.
 - TAMU-CC must send at least one resident adviser (or staff member) for every 100 students.
 - TAMU-CC must send police personnel to assist with providing 24/7 security coverage at the evacuation site.
 - If possible, medical staff, as mutually agreed upon, should also accompany the students.
 - TAMU-CC must ensure that students evacuating to TAMIU bring bedding including blankets, pillows and/or sleeping bags, bath towels, and toiletries.

- TAMU-CC must ensure that all international students pack appropriate immigration documents (passports, visas, etc.) as all students will need to pass through a Border Patrol inspection station upon leaving Laredo.
2. TAMIU will coordinate the use of the University's buildings including, but not limited to, Kinesiology Convocation Building, Student Center, University Village, and Residential Learning Center for overnight housing.
 3. TAMIU will coordinate food service from the University's contracted food service provider throughout the evacuation event.

IV. Basis for Calculating Reimbursable Costs

TAMIU's actual incurred expenses will be used in calculating reimbursable costs and may include supply costs, food service costs, and housing and residence life costs, as applicable. Salaries for overtime, but not straight time, incurred by university police or staff will also be included. There will be no charges for utilities or facilities rental (excluding student housing).

V. Contract Amount

The total amount of this contract shall be equal to actual incurred expenses as listed in section IV above.

VI. Payment of Services

The Performing Party will invoice Receiving Party for services upon complete performance of the services, and payment for services performed shall be processed net 30 days.

In accordance with Chapter 771, *Texas Government Code*, Receiving Party shall reimburse Performing Party for services satisfactorily performed from appropriation items or accounts of the Receiving Party from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Party payable to Performing Party.

VII. Warranties:

Performing Party warrants that (1) it has authority to perform the services under authority granted in Section 65.31, *Texas Education Code* and Chapter 771, *Texas Government Code*; and (2) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Receiving Party certifies that it has the authority to contract for the above services by authority granted in *Texas Government Code Chapter 771*, along with TAMUS Regulation 25.07.06.

VIII. Term of the Contract

This Contract is effective on the date fully executed by both parties ("Effective Date") and shall terminate on May 31, 2019.

IX. Termination:

Either party may terminate this Contract without cause upon thirty (30) days advance written notice of termination to the other party.

Performing Party:
Texas A&M International University

By: Juan J. Castillo

Name: Juan J. Castillo, Jr.

Title: VP, Finance and Administration

Date: 7/21/2016

Contact Information for Activation:

Adrian Dominguez
Safety and Risk Manager
5201 University Boulevard
956-326-2756
Adrian.dominguez@tamiu.edu

Receiving Party:
Texas A&M University-Corpus Christi

By: Terry Tatum

Name: Terry Tatum

Title: Executive VP for Finance & Administration

Date: June 9, 2016

Invoices should be sent to the attention of:

Stephanie Box
TAMU-CC Housing Officer
6300 Ocean Drive, UC 318C
Corpus Christi, Texas 78412
Phone: 361-825-6290
E-mail: Stephanie.box@tamucc.edu



**FIRST AMENDMENT TO INTRA-SYSTEM COOPERATION CONTRACT
between TEXAS A&M UNIVERSITY-CORPUS CHRISTI and
TEXAS A&M INTERNATIONAL UNIVERSITY**

re: emergency evacuation services TAMU-CC campus

THIS FIRST AMENDMENT shall become effective June 1, 2019, by and between Texas A&M University – Corpus Christi, an agency of the State of Texas ("TAMU-CC"), and Texas A&M International University ("TAMIU").

WHEREAS, this First Amendment is to the Intra-system Cooperation Contract between TAMU-CC and TAMIU with a term date of July 21, 2016 through May 31, 2019 and

WHEREAS, the Parties; mutually agree to amend the Agreement as follows:

- 1) The parties agree to continue services and terms as stated in the 2016-2019 Contract (See, attached).
- 2) A new term for intra-system cooperation with regard to emergency evacuation services between TAMU-CC and TAMIU, shall begin June 1, 2019 through May 31, 2024.

NOW THEREFORE, all other terms and conditions of the Intra-system Cooperation Contract not modified herein shall remain in full force and effect.

Texas A&M University – Corpus Christi

Texas A&M International University

By: 

Jaclyn Mahlmann
Acting Executive VP
for Finance & Administration

Dated:  5/7/19

By: 

Juan J. Castillo, Jr.
VP, Finance & Administration

Dated: 5/9/2019



B. MOU – Texas A&M University - Kingsville

Government Code; and (2) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Receiving Agency warrants that (1) it has the authority to contract for the services under authority granted in the Texas Interagency Cooperation Act, article 4413 (32), V.A.C.S. SPRM 25.99.05, and Chapter 771, *Texas Government Code*; and (2) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

VIII. Term of the Contract

This contract is effective on the date fully executed by both parties ("Effective Date") and shall terminate on May 31, 2022.

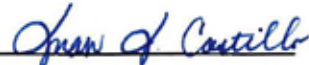
IX. Termination:

Either agency may terminate this Contract without cause upon thirty (30) days advance written notice of termination to the other agency.

X. Certifications

The Contracting Agencies certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected State agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of the State of Texas, and (3) the services, supplies or materials contracted for are not required by Section 21, Article 16 of the *Texas Constitution* to be supplied under contract given to the lowest responsible bidder.

Performing Agency:
Texas A&M International University

By: 

Name: Juan J. Castillo

Title: VP, Finance & Administration

Date: 5/21/2019

Contact Information for Activation:

Adrian Dominguez
Safety and Risk Manager
5201 University Boulevard
956-326-2756
Adrian.dominguez@tamiu.edu

Receiving Agency:
Texas A&M University-Kingsville

By: 

Name: Richard L. Anderson

Title: Interim VP for Finance and CFO

Date: May 21, 2019

Invoices should be sent to the attention of:

R. Shane Creel Ph.D.
Director, Risk Management
700 University Boulevard, MSC 221
361-593-2237
kursc002@tamuk.edu

C. MOU – Laredo independent School District Police Department

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into, by and between the Texas A&M International University Police Department and the Laredo Independent School District Police Department.

WHEREAS; the Texas Education Code, Section 37.081, provides that the Board of Trustees may establish a school district police department, to be charged with enforcing all laws within the peace officers jurisdiction;

WHEREAS; the aforementioned school district has employed such peace officers;
and,

WHEREAS; the Texas Education Code, Section 37.081, Subsection (g), provides that; “A school district police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a Memorandum of Understanding that outlines reasonable communication and coordination efforts among the department and agencies;” and,

WHEREAS; both the Texas A&M International University Police Department and the Laredo Independent School District Police Department are committed to serving the community effectively and efficiently to reach common goals through mutual cooperation; and,

WHEREAS; Texas A&M International University Police Department and the Laredo Independent School District Police Department now wish to enter into a Memorandum of Understanding outlining communication and coordination of efforts between the two law enforcement entities.

NOW THEREFORE: Both the Texas A&M International University Police Department and the Laredo Independent School District Police Department shall:

1. openly communicate with each other on efforts undertaken to better serve the community and schools;
2. make all reasonable attempts to coordinate activities, which impact the other department;
3. permit each agency to utilize the others’ radio frequency as necessary;
4. provide Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC) information as necessary by execution of the Non-Terminal Agency Agreement (TAMIU-Terminal Agency/LISD Non-Terminal Agency), attached, each agency agrees to abide by with all laws, rules, policies and procedures as set out in the agreement; and,
5. establish a formal communications process by appointing a Liaison Officer who shall report directly to the Director of University Police or the Chief of Police of their respective departments.

This Memorandum of Understanding is subject to modification as needed to provide for the maximum operation efficiency of both departments. Such modification shall be in writing and mutually agreed upon.

IN WITNESS OF WHICH THIS MEMORANDUM OF UNDERSTANDING has been executed on this the 2 day of August, 2010.

Laredo Independent School District

By: 

Lonnie D. Cook

Title: Chief of Police, LISD

Texas A&M International University

By: 

Juan Castillo

Vice President for Finance & Administration

Texas A&M International University

By: 

Fructuoso San Miguel III

Title Director of University
Police

NON-TERMINAL AGENCY AGREEMENT

This document constitutes an agreement between the Texas A & M International University Police Department; Hereinafter called the Terminal Agency, and Laredo Independent School District Police Department; Hereinafter called the Non-Terminal Agency.

The Terminal Agency agrees to provide the Non-Terminal Agency with access to the Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC), and associated systems on a 24-hour, 7 day per week basis.

The Non-Terminal Agency agrees to abide by all laws of the United States and the State of Texas, and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other systems now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

The Terminal Agency reserves the right to suspend service to the Non-Terminal Agency, which may include cancellation of records entered for the Non-Terminal Agency, when applicable policies are violated. The Terminal Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non-Terminal Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Terminal Agency and to immediately notify the Terminal Agency of any changes in the status of those reports, to include the need for cancellation, additions, deletion or modification of information. The Terminal Agency agrees to enter, update and remove all records for the Non-Terminal Agency on a timely basis, as defined by NCIC.

In order to comply with NCIC hit confirmation requirements the agencies agree to the following:

If wanted person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency must deliver to the Terminal Agency the original warrants to be held on file until such time as the record is cancelled/cleared.

If property and missing person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency must deliver case reports to the Terminal Agency to be held on file until such time as the records are cancelled/cleared.

If the records are to be entered with the Non-Terminal Agency's ORI, the Terminal Agency agrees to immediately forward all request for hit confirmation that might be received at the terminal to the Non-Terminal Agency. The Non-Terminal Agency agrees to comply with the NCIC hit confirmation policy.

If the Non-Terminal Agency is a non-24 hour agency, the records must be entered with the Terminal Agency's ORI, and case reports and original warrants must be held at the Terminal Agency for hit confirmation purposes.

In order to comply with NCIC Validation requirements, the Non-Terminal Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Terminal Agency.

Criminal History information obtained from the TLETS terminal of the Terminal Agency will be handled according to "TCIC/NCIC" guidelines by the Non-Terminal Agency.

Either the Terminal Agency or the Non-Terminal Agency may, with thirty days written notice, discontinue this agreement.

Law Enforcement Mutual Assistance Agreement

Pursuant to the powers granted under Article XI, section 5, of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, the **Laredo Independent School District** and the **Texas A&M International University** (the "Parties") agree as follows:

I.

The following terms shall have the following meanings when used in this Agreement:

- A) "Law Enforcement Officer" means by any police officer, sheriff, or deputy sheriff;
- B) "Chief Law Enforcement Officer" means the Chief of Police of the Laredo Independent School District or the Director of University Police of the Texas A&M International University Police Department; and
- C) "Chief Administrative Officer" means the Superintendent of the Laredo Independent School District or the President of Texas A&M International University.

II.

The purpose of this agreement is to facilitate cooperation in the investigation of criminal activity and enforcement of the laws of this state, and to assist in providing additional law enforcement officers and resources to protect the health, life and property of residents, personnel and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and, upon the request of another Party, a Party may assign its law enforcement officer(s) and resources (the "Assignees") to perform law enforcement duties within the Requesting Party's jurisdiction, provided the Chief Law Enforcement Officer, or his designee, has determined the assignment is necessary. The judgment of the said Officer or his designee shall be final.

IV.

The Chief Law Enforcement Officer of a Party, or his designee, in his sole discretion, may at any time withdraw his Assignees and discontinue participation in any activity initiated pursuant to the Agreement.

V.

An Assignee shall be a peace officer with all the same powers he might have within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the Requesting Party, and no other oath, bond or compensation need be made. Additionally, such Assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party for which he is regularly employed.

VI.

Any Assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, the same as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said Assignee in the same manner as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed.

VII.

Pursuant to Title IX requirements and this Memo of Understanding (MOU) between Texas A&M International University Police Department (UPD) and the Laredo Independent School District Police Department (LISDPD), UPD and/or LISDPD will be given a specified period of time to initiate their criminal investigation. Under Title IX, once UPD and/or a responsible employee of the Institution becomes aware of an incident of sexual violence or harassment, the Institution must take immediate and appropriate action to investigate or otherwise determine what occurred. This action would be separate from any LISDPD and/or UPD initial criminal investigation. The Institution will not wait until the completion of a criminal investigation, nor will it wait until charges are filed. Institutional investigatory obligations under Title IX are time sensitive and require prompt follow-up. However, the Institution will wait a reasonable amount of time (usually 7 to 10 business days) to allow LISDPD and/or UPD to initiate its initial fact-finding and the gathering of evidence in the criminal investigation. The Director of University Police or designee and LISDPD Chief or designee will regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process.

VIII.

Any dispatch of law enforcement equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A) Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and number of personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer or his designee
- B) Officers of the Responding Party shall report to the officer in charge of the Requesting Party at the location to which dispatched, and shall be under the command of the Chief Law Enforcement Officer of the Requesting Party.
- C) An Assignee shall be released by the Requesting Party when the services of the Responding Party are no longer required or as provided by section IV, above.

IX.

The Laredo Independent School District Police Department's office furnishes communication to the Laredo Independent School District Police Department, and will assist Texas A&M International University Police Department as requested. The Texas A&M International University Police Department maintains a communications service, handling calls for service for the University. Texas A&M International University communications service will assist the Laredo Independent School District's Police Department's. To increase the accuracy of the FBI-Uniform Crime Report, each party shall participate independently in the state/national uniform crime reporting systems, which gathers information about crime and arrests in each party's respective service area boundaries. The Laredo Independent School District Police Department shall report crime occurring in their jurisdiction service area. The Texas A&M International University Police Department shall report crime occurring in its jurisdiction and in addition, will report crime according to the Clery Act, 20 U.S.C. §1092(f), which requires certain types of crimes to be reported for adjacent jurisdictions. This information will be provided to Texas A&M International University Police Department by the Laredo Independent School District Police Department on an annual basis.

X.

In the event that any person performing law enforcement services pursuant to this agreement shall be cited as a party to any civil lawsuit, state or federal, arising out of the performance of those services, he shall be entitled to the same benefits that he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the party by which he is regularly employed.

XI.

Third Party claims against Parties shall be governed by the Texas Tort Claims Act or other appropriate statutes, ordinances or laws of the State of Texas.

XII.

It is expressly understood and agreed that, in the execution of this Agreement, no Party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

XIII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIV.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.

XVI.

This Agreement contains all the commitments and the agreements of the Parties, and any oral or written commitments not contained herein shall have no force of effect to alter any term or condition to this Agreement.

XVII.

The Parties agree that their collective agreement may be evidenced by the execution of the identical counterparts of this instrument by the duly authorized Chief Administrative Officer(s) of each Party, and the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing this Agreement.

XVIII.

This Agreement shall become effective between the Parties on the day of or as soon as it is adopted by the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to (4) additional one year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the other Chief Administrative Officers of the other Parties.

XIX.

This Agreement may be amended or modified in writing by the mutual agreement of all the Parties, with said amendments or modification being attached to or incorporated to this Agreement.

LAREDO INDEPENDENT SCHOOL DISTRICT



Chief Law Enforcement Officer

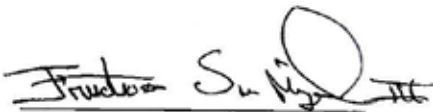
03/08/20
Date



Sylvia Guerra Rios, Ph.D.
Chief Administrative Officer

3/2/20
Date

TEXAS A&M INTERNATIONAL UNIVERSITY



Fructuoso San Miguel III
Chief Law Enforcement Officer

Feb. 26, 2020
Date



Juan J. Castillo Jr.
Chief Administrative Officer

2/26/2020
Date

D. MOU – Early College High School (ECHS) Health Care

Health Services Department

Early College High School (ECHS) Health Care

1. ECHS students will report to the ECHS Registered Nurse for illnesses, minor accidents, and first aid.
2. If a student is attending a TAMIU class and needs minor first aid or feels ill, the student will report to the ECHS RN or staff for health care.
3. If a student experiences a major medical problem or accident, the student should be escorted to the nearest clinic for care (either ECHS Clinic or TAMIU Student Health Center). If the student cannot be transported to the clinic, either ECHS or TAMIU Student Health Services staff may be called to respond. The institutional protocols of the entity providing care will be followed.
4. Medications (prescription or over the counter) will not be administered to a student either by ECHS RN or by TAMIU Student Health Services staff unless LISD Form 876-11 has been completed. This form is to be completed by the student's healthcare provider and the student's parent or guardian.
5. In case the ECHS RN is absent, students will receive care for minor complaints from staff certified in First Aid by American Heart Association. TAMIU Student Health Services will provide additional health care as needed.
6. During summer programs, the ECHS Health Staff will care for students enrolled in LISD summer school programs. Students enrolled in TAMIU summer programs will report to TAMIU Student Health Services for care.

E. MOU – City of Laredo Health Department

Memorandum of Understanding Between City of Laredo Health Department And Texas A&M International University

This memorandum of Understanding ("MOU") is entered into between the Texas A&M International University ("TAMIU") and the City of Laredo Health Department ("CLHD") to collaborate on public health preparedness and response.

I. PURPOSE

CLHD is required to plan and prepare for a public health emergency which may result from natural or man-made cause. During such an emergency, it may be necessary to mobilize, immunize or treat all or large numbers of people in the area served by TAMIU and CLHD. Prior public health experience with mass immunizations has shown that schools are well suited to this activity because: 1) their location is known to large numbers of individuals within the community; 2) they have large assembly areas; 3) they have other necessary facilities such as refrigeration and restrooms.

CLHD has concluded that TAMIU possess facilities that are qualified to serve if mass immunization or treatment is necessary. TAMIU desires to be as helpful as possible in the event of public health emergency, and agrees to make it's facilities available for purposes of mass immunization or treatment, under the teams set out below.

II. PUBLIC HEALTH EMERGENCY

This MOU will be activated only if CLHD declares that large scale immunization or treatment is necessary as a control measure for an outbreak of a communicable disease with the following caveats:

- The CLHD Director or his/her designee will contact the TAMIU representative listed under the "Contract Information for Mobilization" at the end of this MOU and a primary contact for each organization will be provided to the other before activation.
- The use of TAMIU for community wide vaccine or chemoprophylaxis distribution will take place when classes at TAMIU are either not scheduled, cancelled or if a formal state or national disaster declaration is made by the governor of the state of Texas or President of the United States, respectively or if a disaster declaration is made by the mayor of the city of Laredo. At its sole discretion, TAMIU may select rooms available to CLHD while still conducting classes.
- CLHD understands that TAMIU has MOUs with other agencies including, but not limited to Texas A&M University-Corpus Christi, Texas A&M University-Kingsville, and University of Texas at Brownsville. This MOU will take precedence when a formal disaster declaration (as noted above) have been made assuming that a) no other MOUs have been activated or b) the activation of multiple MOUs is logistically possible. TAMIU will make a good faith effort to activate this MOU when a disaster is declared.

This MOU does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any publication of any kind, expressed or implied, against or in the name of or on behalf of the other party.

III. OBLIGATIONS OF CLHD

1. CLHD will supply or arrange for all equipment, vaccine medicine and personal necessary to administrate the vaccine or medication.
2. CLHD will supply or arrange for all equipment and personnel necessary for staffing, security, crowd control and other tasks, except as described in section IV below.
3. CLHD will be responsible for disposal of medical waste and disinfection of TAMIU following its used for the emergency. The health authority will provide written assurance of TAMIU's safety for use as a school facility following its use.
4. CLHD will be responsible for any damage to property belonging to TAMIU as a result of its use during the public health emergency, and to the extent they can be determined, costs for utilities described in section IV below. This compensation is mutually agreed to be "an amount that fairly compensates the performing party" as stated in the MOU. The amounts to be paid to TAMIU will be paid from current funds available to CLHD.
5. CLHD is responsible for the acts and negligence of its employees or volunteers under state and federal law.

IV. OBLIGATIONS OF TAMIU

1. TAMIU is responsible for allowing the use of TAMIU and utilities (gas, electric, water, and telecommunications) normally associated with its use as a school facility.
2. TAMIU is responsible for providing use of all rooms, fixtures, and equipment existing at the facility as mutually agreed upon with CLHD that are regarded as necessary for onsite use during the period of the emergency.
3. TAMIU will provide at least one person on-site during the period of emergency use with access to the rooms, fixtures and equipment described above.
4. TAMIU is responsible for the acts and negligence of its employees or volunteers under state and federal law.
5. TAMIU Health Services Department will provide assistance as mutually agreed upon to the extent practicable during the emergency.

V. TERM

The MOU becomes effective when signed by an agent of TAMIU and CLHD and will be in effect through August 31, 2020. After this date, the MOU will be reviewed on an annual basis and the parties may mutually agree to renew the MOU for successive one (1) year terms. Either party may cancel this MOU by giving thirty days written notice to the other party.

VI. AMENDMENT

The Parties to this MOU understand that it may be necessary to amend and modify this MOU from time to time in order to address additional concerns or issues; however, no amendment, modification, or alteration of the terms of this MOU shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by an authorized representative of the parties hereto.

VII. SEVERABILITY

If any clause or provision of this MOU is determined to be illegal, invalid, or unenforceable under present or future laws effective during the terms of this MOU, including any renewals, then in that event it is the intent of the parties hereto that the remainder of this MOU shall not be affected thereby, and it is also the intent of the parties to this MOU that in lieu of each clause or provisions of this MOU that is illegal, invalid, or unenforceable there be added as a part of this MOU a clause or provision as similar in terms to such illegal, invalid or unenforceable callus or provisions as may be possible and be legal, valid and enforceable.

VIII. NON-DISCRIMINATION

Contractor and subcontractor(s) shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

In accordance with Texas A&M University System policies and regulations, (i.e. Ethics (Policy 7.01), Security of Information Technology (Regulation 29.01.03), and Civil Rights Compliance (Regulation 08.01.01) all contractors, their employees and subcontractors shall, while on University campus, abide by the University's rules and regulations and comply with reasonable directions from University

Federal and state laws such as the Clery Act and Title IX must also be adhered to, and your employees must report all crimes or suspected crimes observed while on Campus immediately to the University Police Department at 956-326-2911. Contractors, or a designated representative, shall attend meetings as deemed appropriate by University representatives. Employees may be required to complete online trainings provided by the University and to provide proof of completion.

IX. NOTICES

Any notice or communication required or permitted hereunder shall be given in writing, sent by (a) personal delivery, or (b) expedited delivery service with proof of delivery, (c) United States mail, postage prepaid, registered or certified mail, or (d) via e-mail as follows:

To:
Juan J. Castillo, Jr.
Vice President of Finance and Administration
Texas A&M International University
5201 University Blvd.
Laredo, Texas 78041
jicastillo@tamiu.edu

To:
Hector F. Gonzalez, M.D., M.P.H
Health Director
City of Laredo-Health Department
2600 Cedar Avenue
Laredo, Texas 78040
hgonzalez@ci.laredo.tx.us

Contact Information for Mobilizations
Adrian Dominguez
Safety/Risk Manager
5201 University Blvd.
956-326-2756
24/7 contact phone number: 956-740-5558

X. SIGNATORIES

The undersigned signatories represent and warrant that they have full authority to enter into this Contract on behalf of their respective parties.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives on the dates written below.

Texas A&M International University

Juan J. Castillo
Juan J. Castillo

VP for Finance & Administration

Date: 2/5/2015

City of Laredo

Hector F. Gonzalez
Hector F. Gonzalez, M.D., M.P.H.

Health Director

Date: 2-4-15

F. MOU – United Independent School District Police Department

LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

Pursuant to the powers granted under Article XI, Section 5, of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, the **United Independent School District and Texas A&M International University** (the "Parties") agree as follows:

I.

The following terms shall have the following meanings when used in this Agreement:

- A) "Law Enforcement Officer" means any police officer, sheriff, or deputy sheriff;
- B) "Chief Law Enforcement Officer" means the Chief of Police of the United Independent School District, or Director of University Police of the Texas A&M International University Police Department; and
- C) "Chief Administrative Officer" means the Superintendent of the United Independent School District or the President of Texas A&M International University.

II.

The purpose of this Agreement is to facilitate cooperation in the investigation of criminal activity and enforcement of the laws of this state, and to assist in providing additional law enforcement officers and resources to protect the health, life, and property of the residents, personnel, and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and upon the request of another Party, a Party may assign its law enforcement officer(s) and resources (the "Assignees") to perform law enforcement duties within the Requesting Party's jurisdiction, provided the Chief Law Enforcement Officer or his designee, has determined the assignment is necessary. The judgment of said Officer or his designee shall be final.

IV.

The Chief Law Enforcement Officer of a Party, or his designee, in his sole discretion, may at any time withdraw his Assignees and discontinue participation in any activity initiated pursuant to this Agreement.

V.

An Assignee shall be a peace officer with all the same powers he might have when within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the Requesting Party, and no other oath, bond, or compensation need be made. Additionally, such Assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party with which he is regularly employed.

VI.

Any Assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said Assignee in the same manner as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed.

VII.

Any dispatch of law enforcement equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A) Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer, or designee, of the Responding Party.
- B) Officers of the Responding Party shall report to the officer in charge of the Requesting Party at the location to which dispatched, and shall be under the command of the Chief Law Enforcement Officer of the Requesting Party.
- C) An Assignee shall be released by the Requesting Party when the services of the Responding Party are no longer required or as provided in Section IV, above.

VIII.

- A. The United Independent School District furnishes communication services to the United Independent School District Police Department and will assist Texas A&M International University Police Department as requested. The Texas A&M International Police Department maintains a communications service handling calls for service for the University. Texas A&M International University communications service may assist the United Independent School District Police Department as requested.
- B. To increase the accuracy of the FBI-Uniform Crime Report, each party shall participate independently in the state/national uniform crime reporting systems, which gathers information about crime and arrests in each party's respective service area boundaries. The United Independent School District Police Department shall report crime occurring in their jurisdiction service area. The Texas A&M International University Police Department shall report crime occurring in its jurisdiction and in addition, will report crime according to the Clery Act, 20 U.S.C. §1092(f), which requires certain types of crimes be reported for adjacent jurisdictions. This information will be provided to Texas A&M International University Police Department by the United Independent School District Police Department on an annual basis.

IX.

In the event any person performing law enforcement services pursuant to this Agreement shall be cited as a party to any civil lawsuit, state or federal, arising out of the performance of those services, he shall be entitled to the same benefits he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the Party by which he is regularly employed.

X.

Third party claims against Parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

XI.

It is expressly understood and agreed that, in the execution of this Agreement, no Party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

XII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.

XV.

This Agreement contains all the commitments and the agreements of the Parties, and any oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement.

XVI.

The Parties agree that their collective agreement may be evidenced by the execution of identical counterparts of this instrument by the duly authorized Chief Administrative Officer(s) of each Party, and

the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing the Agreement.

XVII.

This Agreement shall become effective between the Parties on the day of, or as soon as it is adopted by, the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to four (4) additional one-year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the Chief Administrative Officer of the other Party.

XVIII.

This Agreement may be amended or modified in writing by the mutual agreement of the Parties, with said amendment or modification being attached to or incorporated into this Agreement.

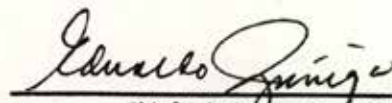
UNITED INDEPENDENT SCHOOL DISTRICT



Chief Law Enforcement Officer

8-2-11

Date

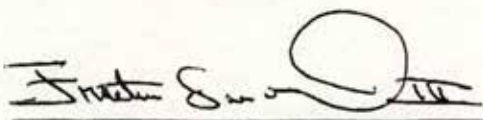


Chief Administrative Officer

7/12/11

Date

TEXAS A&M INTERNATIONAL UNIVERSITY



Chief Law Enforcement Officer

8-02-2011

Date



Chief Administrative Officer

8/2/2011

Date

G. MOU – City of Laredo Police Department

LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

Pursuant to the powers granted under Article XI, Section 5, of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, the **City of Laredo** and **Texas A&M International University** (the "Parties") agree as follows:

I.

The following terms shall have the following meanings when used in this Agreement:

- A) "Law Enforcement Officer" means any police officer, sheriff, or deputy sheriff;
- B) "Chief Law Enforcement Officer" means the Chief of Police of the City of Laredo, or Director of University Police of the Texas A&M International University Police Department; and
- C) "Chief Administrative Officer" means the City Manager of the city of Laredo or the President of Texas A&M International University.

II.

The purpose of this Agreement is to facilitate cooperation in the investigation of criminal activity and enforcement of the laws of this state, and to assist in providing additional law enforcement officers and resources to protect the health, life, and property of the residents, personnel, and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and upon the request of another Party, a Party may assign its law enforcement officer(s) and resources (the "Assignees") to perform law enforcement duties within the Requesting Party's jurisdiction, provided the Chief Law Enforcement Officer or his designee, has determined the assignment is necessary. The judgment of said Officer or his designee shall be final.

IV.

The Chief Law Enforcement Officer of a Party, or his designee, in his sole discretion, may at any time withdraw his Assignees and discontinue participation in any activity initiated pursuant to this Agreement.

V.

An Assignee shall be a peace officer with all the same powers he might have when within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the Requesting Party, and no other oath, bond, or compensation need be made. Additionally, such Assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party with which he is regularly employed.

VI.

Any Assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said Assignee in the same manner as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed.

VII.

Any dispatch of law enforcement equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A) Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer, or designee, of the Responding Party.
- B) Officers of the Responding Party shall report to the officer in charge of the Requesting Party at the location to which dispatched, and shall be under the command of the Chief Law Enforcement Officer of the Requesting Party.
- C) An Assignee shall be released by the Requesting Party when the services of the Responding Party are no longer required or as provided in Section IV, above.

VIII.

- A. The City of Laredo furnishes communication services to the Laredo Police Department and will assist Texas A&M International University Police Department as requested. The Texas A&M International Police Department maintains a communications service handling calls for service for the University. Texas A&M International University communications service may assist the Laredo Police Department as requested.
- B. To increase the accuracy of the FBI-Uniform Crime Report, each party shall participate independently in the state/national uniform crime reporting systems, which gathers information about crime and arrests in each party's respective service area boundaries. The Laredo Police Department shall report crime occurring in their jurisdiction service area. The Texas A&M International University Police Department shall report crime occurring in its jurisdiction and in addition, will report crime according to the Clery Act, 20 U.S.C. §1092(f), which requires certain types of crimes be reported for adjacent jurisdictions. This information will be provided to Texas A&M International University Police Department by the Laredo Police Department on an annual basis.

IX.

In the event any person performing law enforcement services pursuant to this Agreement shall be cited as a party to any civil lawsuit, state or federal, arising out of the performance of those services, he shall be entitled to the same benefits he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the Party by which he is regularly employed.

X.

Third party claims against Parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

XI.

It is expressly understood and agreed that, in the execution of this Agreement, no Party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

XII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.

XV.

This Agreement contains all the commitments and the agreements of the Parties, and any oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement.

XVI.

The Parties agree that their collective agreement may be evidenced by the execution of identical counterparts of this instrument by the duly authorized Chief Administrative Officer(s) of each Party, and

the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing the Agreement.

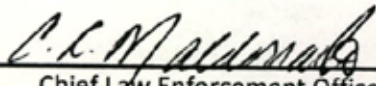
XVII.

This Agreement shall become effective between the Parties on the day of, or as soon as it is adopted by, the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to four (4) additional one-year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the Chief Administrative Officer of the other Party.

XVIII.

This Agreement may be amended or modified in writing by the mutual agreement of the Parties, with said amendment or modification being attached to or incorporated into this Agreement.

CITY OF LAREDO

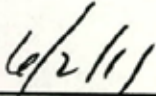


Chief Law Enforcement Officer

Date




 Chief Administrative Officer

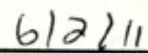


Date

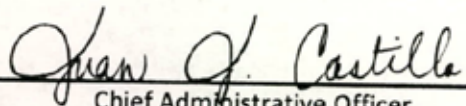
TEXAS A&M INTERNATIONAL UNIVERSITY



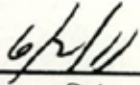
Chief Law Enforcement Officer



Date



Chief Administrative Officer



Date

H. MOU – City of Laredo

INTEROPERABILITY USER LICENSE TO USE CITY'S 800 MHz RADIO SYSTEM

THIS LICENSE, is granted this 6th day of June, 2011, by THE CITY OF LAREDO, TEXAS, a municipal corporation, hereinafter designated the "Licensor" to the Texas A&M International University, hereinafter referred to as "Licensee" or "Interoperability User" (and collectively referred to as "Parties").

AGREEMENT

An Agreement between the CITY OF LAREDO, a municipal corporation of the State of Texas, hereinafter referred to as "LICENSOR," and TEXAS A&M INTERNATIONAL UNIVERSITY, a state institution of higher education established under the laws of the State of Texas, hereinafter referred to as "LICENSEE," permitting the use of the City's 800 MHz Radio System for Public Safety and Public Service Radio Communication

1. The LICENSOR, in consideration of the fees to be paid and the covenants and agreements to be performed by the LICENSEE, does hereby grant non exclusive permission unto the LICENSEE to use the City of Laredo's 800 MHz Trunked Voice Radio System equipment (hereafter referred to as "radio system"), and LICENSEE's usage is limited to a maximum of eleven (11) radio units and two (2) base stations for day-to-day usage and normal operations. LICENSEE is also authorized as an Interoperability LICENSEE for the sole purpose of which will be enumerated in a template plan to be approved by the LICENSOR Radio Communications Manager prior to radio unit programming. If control stations(s) are included in this authorization, antennas must meet the twenty (20) foot rule. As LICENSEE's needs may grow during the life of this Agreement, LICENSOR shall allow LICENSEE to purchase additional equipment, at LICENSEE's sole expense and permit usage of this equipment on the radio system.

All parties acknowledge that it shall be the LICENSEE's sole responsibility, and at LICENSEE's sole cost to independently secure any right of access required by the LICENSEE or any equipment needed to access the Radio System.

TERM, FEES AND RENEWAL

2. Term: The term of the permission herein granted shall be for a period of one (1) year commencing at 12:00 am on the 6th day of June, 2011 and ending eleven fifty nine (11:59 p.m.) on the 5th day of June, 2012. This license shall renew automatically for up to four additional one-year terms unless terminated for any reason or no reason by either party in writing, at any time within two months of the annual renewal date.

3. **Initial Fee and Annual Fees:** LICENSEE hereby covenants and agrees to pay both an initial fee per unit of \$1,769.00 per two-way radio unit ("radio unit"). An operational annual fee of \$265.00 per unit is due upon execution of this instrument, and on the same date each succeeding year thereafter. The initial fee is a onetime fee.

a. The Parties agree that to the extent not prohibited by law, the operational annual fee per unit shall increase by five percent (5%) every year this License is in effect.

- b. Nothing in this License shall be read to prevent the Parties from expanding the number of radio units used by LICENSEE on comparable terms as agreed here, so long as prior written approval has been given by the City Manager.

4. The LICENSEE agrees and covenants that the annual fees payable by it shall be absolutely net to the LICENSOR and without limiting the generality of the foregoing, acknowledges its liability to pay any applicable taxes or other rates and charges for which LICENSEE is not exempt, if any, levied or imposed on or with respect to LICENSEE's use of said radio system.

5. Time periods for payment due under this Agreement will be governed by the Texas Prompt Payment Act (Tex. Gov't. Code Ann. § 2251.021(a)).

LICENSOR'S PRIMARY RIGHT TO LICENSED PROPERTY

6. Notwithstanding any provision of this license agreement to the contrary, LICENSOR retains the right to discontinue use of radio system at any time and without notice to LICENSEE and assuming no obligation to the LICENSEE. Further, LICENSEE may cancel this agreement for any reason, with or without cause, by giving written notice of termination to LICENSOR.

OPERATIONAL RIGHTS

7. LICENSEE shall not use the LPD operations talk-group as their primary radio communication platform for internal radio communication within its own agency.

8. LICENSEE must identify themselves when initiating conversations on the Radio System by giving their agency name (or acronym approved by the LICENSOR Radio Communications Manager), followed by their unit number. Example: "XYZ PD, this is ___ unit 101."

9. When operating radios on the Radio System, LICENSEE personnel must abide by all applicable Federal Communications Commission rules and regulations, LICENSOR Standard Operating Procedures, protocols set forth by individual talk-group owners, and decisions and directives of LICENSOR. Violations shall be grounds for immediate disconnection of LICENSEE's radio equipment from the Radio System and immediate termination of this Agreement. LICENSEE shall reimburse LICENSOR that is the holder of an FCC license upon receipt of demand for any costs, fines or penalties assessed against the license holder as a result of a violation of an FCC rule or regulation by LICENSEE.

10. Radio equipment shall be approved by the LICENSOR Radio Communications Manager prior to use on the Radio System. Any "P25 Phase One" approved brands/models of equipment will be allowed. All costs of LICENSEE to acquire or maintain radios or other equipment, train personnel or to connect to the Radio System shall be borne and paid by the LICENSEE.

11. All LICENSEE agency personnel who will be operating approved radio equipment on the Radio System will be required to undergo LICENSEE training, and submit to the LICENSOR Radio Communications Manager any required certification that such training has been received. It is understood that only employees of LICENSEE are authorized to utilize the radio system under this Agreement.

RADIO PROGRAMMING & MAINTENANCE

12. Programming of LICENSEE radios for use on the Radio System must be done by the LICENSOR Radio Communication Services Division staff. Due to the critical necessity of safeguarding the "system key," tight control over programming will be exercised as to ensure the integrity of the system. "Emergency ID" functionality on the Radio System will not be programmed into LICENSEE radios. It is further understood that the LICENSOR communications personnel technicians will conduct any programming necessary initially to enable the radios and any future programming in the event additional radios are activated upon written request by LICENSEE, as to ensure the integrity of their system. Additionally, LICENSEE will pay for any repairs or maintenance required to their own equipment.

WARRANTIES AND INDEMNIFICATION

13. EXCEPT AS SET FORTH ABOVE, LICENSOR DISCLAIMS ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. In no event shall LICENSOR be liable to LICENSEE or any other party for any indirect, incidental, special or consequential damages, including, without limitation damages attributed to any malfunction of the Radio System; regardless of the cause of action, arising out of or in connection with a party's performance under this Agreement or the Radio System, even if a party has been advised of the possibility of such damages. LICENSEE waives any claim against LICENSOR for punitive or exemplary damages. LICENSOR's liability for all claims brought under this Agreement or relating to LICENSEEs of the Radio System, regardless of the form or cause of action, shall be limited to direct damages, which shall not exceed the amounts paid to the LICENSOR hereunder. LICENSEE's right to recover damages within the limitation as specified above is LICENSEE's exclusive alternative remedy in the event that any other contractual remedy fails of its essential purpose. THIS SECTION SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

LICENSEE acknowledges that radio systems are subject to periodic outages, equipment failures, and other conditions which may prevent or interfere with radio communication. LICENSEE AGREES TO DEFEND ITSELF IN ANY ACTION OR DISPUTE BROUGHT AGAINST THE LICENSEE IN CONNECTION WITH OR AS THE RESULT OF THIS AGREEMENT.

CONFIDENTIAL INFORMATION

14. Each Party agrees to hold in confidence to the extent permissible by law, and not communicate, transmit, publish, disseminate or otherwise disclose any of the any information received as a result of having entered into this Agreement. This notwithstanding, nothing in this paragraph shall prohibit disclosure of such confidential information (a) by each party to its respective employees or agents as may be reasonably necessary in the operation of its business; (b) in connection with any legal or governmental proceeding; or (c) to any judicial, governmental

or regulatory body as required to be disclosed pursuant to any statute or regulation. If any third person or entity requests or seeks to compel the parties to disclose or produce any information received under this Agreement, LICENSEE agrees to file a timely request for an opinion of the attorney general so as to withhold the information under Chapter 552, *Texas Government Code* the Texas Public Information Act. In addition, LICENSEE agrees to use its best efforts to notify LICENSOR within two (2) business days of its receipt of such a request, but in no case later than is reasonably necessary, to provide LICENSOR an adequate opportunity to consent to or seek to prevent such disclosure through protective order or other appropriate remedy. This obligation supersedes any conflicting provisions of this agreement.

SUBLICENSE

15. LICENSEE may not sublicense any rights granted in this license, either directly or indirectly. Any unauthorized sublicense, at the LICENSOR's discretion will result in immediate termination, forfeiture of any prepaid annual fees and subject LICENSEE to any other legal avenue, including criminal and civil actions.

AUTHORITY TO EXECUTE

16. The person executing this agreement on behalf of LICENSEE warrants and represents that he or she has been duly authorized and empowered to execute and enter into this agreement on behalf of the Interoperability LICENSEE, that all action necessary to approve this agreement has been taken, and that this agreement is a binding obligation of the Interoperability LICENSEE.

NOTICES

17. All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or by overnight courier to the following addresses:

If to LICENSOR:

City of Laredo
Attn: ITSS Director
1101 Garden St.
Laredo, Texas 78040

If to LICENSEE:

Texas A&M International University
Fructuoso San Miguel III
5201 University Boulevard
Laredo, Texas 78041-2101
Ph: (956) 326-2101

COMPLIANCE WITH LAW

18. LICENSEE acknowledges that it shall be the LICENSEE's sole responsibility and at LICENSEE's sole cost to apply for and obtain any permit, authorization, or other permission from any international, federal, provincial or local government, board, tribunal, commission, agency or other authority exercising jurisdiction over the LICENSEE or relating to LICENSEE's operations and usage of the radio system.

MISCELLANEOUS PROVISIONS

19. This agreement constitutes the entire understanding of the parties related to the subject matter hereof, and there shall be no modification or waiver hereof except in writing, signed by a duly authorized representative of each of the parties. The terms of this Agreement shall prevail notwithstanding any variance with the terms and conditions of any invoice, purchase order or any other such document subsequently submitted by either party hereunder. The agreement is made under and shall be governed by the laws of the State of Texas, and is performable in Webb County, Texas.

20. LICENSOR acknowledges that the state auditor may audit the purchases of goods or services by an institute of higher learning pursuant to Section 51.9335(c) of the *Texas Education Code*. By acceptance of this agreement, LICENSOR agrees to cooperate fully with the Texas State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds.

21. The LICENSEE'S rights and remedies set forth in this Agreement shall be its exclusive remedies, regardless of the cause of action, for the breach of this Agreement.

22. If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a mutually agreeable valid and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this License Agreement in accordance with law.

Approved by City Council by Resolution No. 2011-R-054, on June 6, 2011.

LICENSOR:
City of Laredo

BY: Carlos R. Villarreal
CITY MANAGER

ATTEST.

Gustavo Guevara
Gustavo Guevara
CITY SECRETARY

APPROVED AS TO FORM:
Raul Casso
CITY ATTORNEY

BY: Valeria M. Acevedo
Valeria M. Acevedo
ASSISTANT CITY ATTORNEY



LICENSEE:

Texas A&M International University

Juan J. Castillo

BY: Juan J. Castillo, Jr.

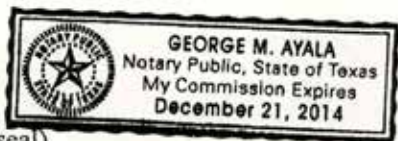
VP, FINANCE AND ADMINISTRATION

STATE OF TEXAS

COUNTY OF WEBB

Before me, the undersigned, a Notary Public in and for the State of Texas, on this 27th day of June, 2011, personally appeared Juan J. Castillo to me known to be the identical person who subscribed the name of the City of Laredo to the foregoing License as its identical person and he acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such corporation, for the uses and purposes herein set forth.

Given under my hand and seal of office on the day and year last above written.



(seal)

George M. Ayala
Notary Public

**MEMORANDUM OF UNDERSTANDING (MOU)
FOR CITY OF LAREDO 800 MHz TRUNKED VOICE RADIO SYSTEM
INTEROPERABILITY USER ACCESS**

This MOU is made on the ____ day of _____, 2013, and is between The City of Laredo and DHS/CBP/Office of Air and Marine, and approved by City Council on June 17, 2013.
Resolution No. 2013-R 047.

In consideration of the following mutual covenants, and other good and valuable consideration the parties agree as follows:

Interoperability User: DHS/CBP/Office of Air and Marine
Address: 5203 Maher Ave, Hangar 3
Laredo, Texas 78041
Attn: Quinton Burrough Telephone: 956-726-5122

Radio Equipment: _____ Mobile Radios 3 Handheld Radios _____ Control Station Radios
_____ Wireline Radio Patch from Interoperability User Radio System to City of Laredo Radio System talk-group.

- 1) Subject to the terms of this Memorandum of Understanding ("MOU"), the City of Laredo hereby grants the governmental agency identified above a revocable license to use the Radio Equipment described above on the City of Laredo 800 MHz Trunked Voice Radio System as an "Interoperability User" for the sole purpose of "Interoperability Radio Communication" on specified "talkgroups," which will be enumerated in a template plan to be mutually approved by the City of Laredo Radio Communications Manager the Interoperability User prior to radio unit programming. [If control station(s) are included in this authorization, antennas must meet the 20' rule. The physical address for control stations(s) included in this authorization is (are): _____.]
- 2) "Interoperability Radio Communication" means radio communication between the external Interoperability User named above and other City of Laredo Radio System user personnel during joint operations, public safety critical incident responses, or other limited interoperability purposes approved by the City of Laredo. An "Interoperability User" is a governmental agency who is not a City of Laredo Party or City of Laredo Associate but has been granted permission for City of Laredo radio use under this MOU.
- 3) Interoperability Users are not currently assessed a fee for use of the City of Laredo Radio System since their use of the City of Laredo Radio System is only for the occasional "interoperability" purposes set forth above. Interoperability Users shall not use the City of Laredo Radio System as their primary radio communication platform for internal radio communication within their own agency. Interoperability Users will not be issued their own private talkgroups.
- 4) Programming of Interoperability User radios must be done by the Interoperability User. City of Laredo Radio Communication Services Division staff who may be required to assist the programming must be vetted by the Interoperability User prior to the Interoperability User providing access to its premises, equipment, and/or radios. Due to the critical necessity of safeguarding the "system key," tight control over programming will be exercised.
- 5) "Emergency ID" functionality on the City of Laredo Radio System will not be programmed into Interoperability User radios.
- 6) Interoperability Users must identify themselves when initiating conversations on the City of Laredo Radio System by giving their agency name (or acronym approved by the City of Laredo) followed by their unit number. Example: "XYZ PD, this is ____ unit 101."
- 7) When operating radios on the City of Laredo Radio System, Interoperability Users must abide by all applicable Federal Communications Commission rules and regulations. Violations shall be grounds for immediate disconnection of the Interoperability User's radio equipment from the City of Laredo Radio System and termination of this MOU.

Rev. 9/17/08

- 8) Radio equipment and accessories shall comport with the City of Laredo's Radio Communications System. (Any "P25 Phase One" approved brands/models of equipment will be allowed.) All costs of an Interoperability User to acquire or maintain radios or other equipment, train personnel, or to connect to the City of Laredo Radio System shall be borne and paid by the Interoperability User.
- 09) The failure of the City of Laredo Radio System to perform its obligations under this MOU shall be excused to the extent caused by the occurrence of an event or act not within the control of the City of Laredo.
- 10) This MOU is effective as of the Effective Date stated above, and shall remain in effect until terminated by either party upon 10 days' prior written notice.
- 11) The Interoperability User acknowledges that radio systems are subject to periodic outages, equipment failures, and other conditions which may prevent or interfere with radio communication. In no event shall the City of Laredo or any City of Laredo Radio System Party be liable to an Interoperability User for any claim or cause of action arising out of or related to a failure of the City of Laredo Radio System.
- 12) The person executing this MOU on behalf of the Interoperability User warrants and represents that he or she has been duly authorized and empowered to execute and enter into this MOU on behalf of the Interoperability User, that all action necessary to approve this MOU has been taken, and that this MOU is a binding obligation of the Interoperability User.
- 13) This MOU constitutes the entire understanding of the parties related to the subject matter hereof, and there shall be no modification or waiver hereof except in writing, signed by both parties.
- 14) Disclaimer of Liability.- Interoperability User releases City of Laredo due to failure of functionality or feature sets of the User's subscriber units; since not all brands support the same "features sets".

CONFIDENTIAL INFORMATION

Information of any nature that are made available by The City of Laredo or that become available to the Interoperability User by virtue of this agreement, or the relationship created by this agreement, must be held in strict confidence by the Interoperability User and its employees. Any confidential disclosures that are made or any confidential information that is made or becomes available to the Interoperability User and its' employees are made in reliance on this promise.

Information of any nature that are made available by the Interoperability User or that become available to the City of Laredo by virtue of this agreement, or the relationship created by this agreement, must be held in strict confidence by the City of Laredo and its employees. Any confidential disclosures that are made or any confidential information that is made or becomes available to the City of Laredo and its' employees are made in reliance on this promise.

TERMINATION

Users must abide by all applicable Federal Communications Commission rules and regulations. Violations shall be grounds for immediate disconnection of the Interoperability User's radio equipment from the City of Laredo Radio System and immediate termination of this agreement.

In the event of a breach of this agreement by either party that is not remedied within ten (10) days after delivery of written notice of the breach, the aggrieved party may terminate this agreement by written notice to the other.

NOTICE

Any notice required or permitted to be given under this agreement will be deemed properly given at the time it is personally delivered or mailed, properly addressed and postpaid, to the address specified below or at any other address as may be specified in writing:

ADDITIONAL PROVISIONS

This agreement constitutes the entire understanding of the parties related to the subject matter hereof, and there shall be no modification or waiver hereof except in writing, signed by both parties. This agreement contains the

Rev. 9/17/08

binding agreement between the parties and supersedes all other agreements and representations, written or oral, on the subject matter.

AGREED TO BY:

DHS/CBP/Office of Air and Marine
(Interoperability User Agency Name)

By: [Signature]

Printed Name: JOY A. MERIDITH

Title: DIRECTOR AIR OPERATIONS

City of Laredo: [Signature]

Carlos R. Villarreal

CITY MANAGER

Attest:

[Signature]
Gustavo Guevara
CITY SECRETARY

Approved as to form:

[Signature]
Raul Casso
CITY ATTORNEY



I. MOU – City of Laredo Fire Department

8.9 MOU- Laredo Fire Dept.

FIRE DEPARTMENT MUTUAL ASSISTANCE AGREEMENT

Pursuant to the powers granted under Article XI, Section 5 of the Texas Constitution, Chapter 791 of the Texas Government Code, and Chapter 362 of the Texas Local Government Code, the City of Laredo and Texas A&M International University ("the parties") agree as follows:

I.

The following terms shall have the following meanings when used in this agreement:

- A. "The Chief of the fire department" whose office and appointment provided for in Chapter 2 of this code (city ordinance Sec. 12-17, Chief) shall be the executive head of the fire department.
- B. "Chief Law Enforcement Officer" means the Chief of Police of the City of Laredo, or Director of University Police of the Texas A&M International University Police Department.
- C. "Chief Administrative Officer" means the City Manager of the city of Laredo or the President of Texas A&M International University.

II.

The purpose of this Agreement is to facilitate cooperation in the event of an emergency necessitating firefighters and additional resources to protect health, life, and property of the residence, personnel, and visitors of the Parties.

III.

Subject to the Parties' discretion as to participation and determination of availability of personnel and resources, and upon the request of another party, a party may assign personnel and resources (the "Assignees") to firefighter duties within the requesting Party's jurisdiction, provided the Chief of the Laredo Fire Department or his designee, has determined the assignment is necessary. The judgment of said Officer or his designee shall be final.

IV.

The chief of the fire department of a Party, or his designee, in his sole discretion, may at any time withdraw his assignees and discontinue participation in any activity initiated pursuant to this Agreement.

V.

An assignee may be a firefighter with all the same powers he might have when within the territorial limits of the Party for which he is regularly employed, and his qualifications for office where regularly employed shall constitute his qualifications for office within the jurisdiction of the requesting party, and no other oath, bond, or compensation need be made. Additionally, such assignee shall have the same investigative authority as if he were investigating criminal activity within the jurisdictional limits of the Party with which he is regularly employed.

TAMU EMP

Appendix 8.9

VI.

Any assignee shall receive the same wage, salary, pension, and any and all other compensation and other rights for such service, including injury or death benefits, and workers compensation benefits, equipment, clothing, and vehicles, as though the service had been rendered within the jurisdictional limits of the Party where he is regularly employed. Moreover, all wage and disability payments, including workers compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses for travel, food and lodging shall be paid by the Party which regularly employs said assignee in the same manner as though the service had been rendered within the jurisdictional limits of the party where he is regularly employed.

VII.

Any dispatch of Fire Department equipment and personnel pursuant to this Agreement is subject to the following conditions:

- A. Any request for emergency aid hereunder shall include a statement of the amount and type of equipment and number of personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. The amount and type of equipment and number of personnel to be furnished, however, shall be determined by the Chief Law Enforcement Officer, or designee, of the responding party.
- B. Officers of the responding party shall report to the officer in charge of the requesting party at the location to which dispatched; and shall be under the command of the Chief of the Laredo Fire Department of the requesting party.
- C. An assignee shall be released by the requesting party when the services of the responding party are no longer required or as provided in Section IV, above.

VIII.

Regarding communications:

- A. The City of Laredo furnishes communication services to the Laredo Fire Department and will assist Texas A&M International University Police Department as requested. The Texas A&M International Police Department maintains a communication service handling calls for service for the University. Texas A&M International University communications service may assist the Laredo Fire Department as requested.
- B. The Chief of the Laredo Fire Department or his designee in his sole discretion may authorize the use of the Fire Department Facility/BOC or other resources as determined by the Fire Chief or designee.

IX.

In the event any person performing fire duties /EMS duties/ Hazmat or other services pursuant to this Agreement shall be cited as a party to any civil lawsuit, State or Federal, arising out of the performance of those services, he shall be entitled to the same benefits he would be entitled to receive if such civil actions had arisen out of the performance of his duties where he is regularly employed, and in the jurisdiction of the party by which he is regularly employed.

X.

Third party claims against parties shall be governed by the Texas Tort Claims Act, or other appropriate statutes, ordinances, or laws of the State of Texas.

TAMU EMP

Appendix 8.9

XI.

It is expressly understood and agreed that, in the execution of this Agreement, no party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in exercise of governmental powers and functions.

XII.

Each Party to this Agreement agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county in which the defendant Party is located, and if located in more than one county, in the county in which the principal offices of the defendant Party are located.

XIII.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

XIV.

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any request, such invalidity, illegality, or unenforceability shall not affect any other provision contained herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had ever been contained.

XV.

This Agreement contains all the commitments and the agreements of the Parties, and any oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement.

XVI.

The Parties agree that their collective agreement may be evidenced by the execution of identical counterparts of this instrument by the duly authorized Chief Administrative Officer(s) of each Party, and the failure of any party to enter into this Agreement shall not affect the agreement between and among the Parties executing the Agreement.

XVII.

This Agreement shall become effective between the Parties on the day of, or as soon as it is adopted by, the Party's governing body. This Agreement shall remain in full force and effect for a term of one year from the effective date hereof and shall automatically be renewed for up to four (4) additional one-year terms. Any Party may withdraw from this Agreement by giving thirty (30) days written notice to the Chief Administrative Officer of the other Party.

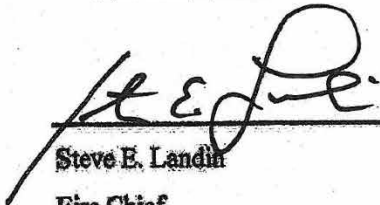
XVIII.

This Agreement may be amended or modified in writing by the mutual agreement of the Parties, with said amendment or modification being attached to or incorporated into this Agreement.

TAMU EMP

Appendix 8.9

CITY OF LAREDO



Steve E. Landin

Fire Chief

City of Laredo



Horacio A. De Leon

City Manager

City of Laredo

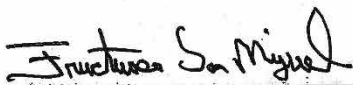
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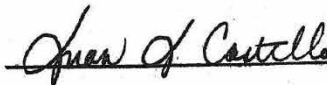
Date

TEXAS A&M INTERNATIONAL UNIVERSITY



Fructuoso San Miguel

Chief Law Enforcement Officer



Juan J. Castillo

Chief Administrative Officer

08/08/2018

Date

8/8/2018

Date

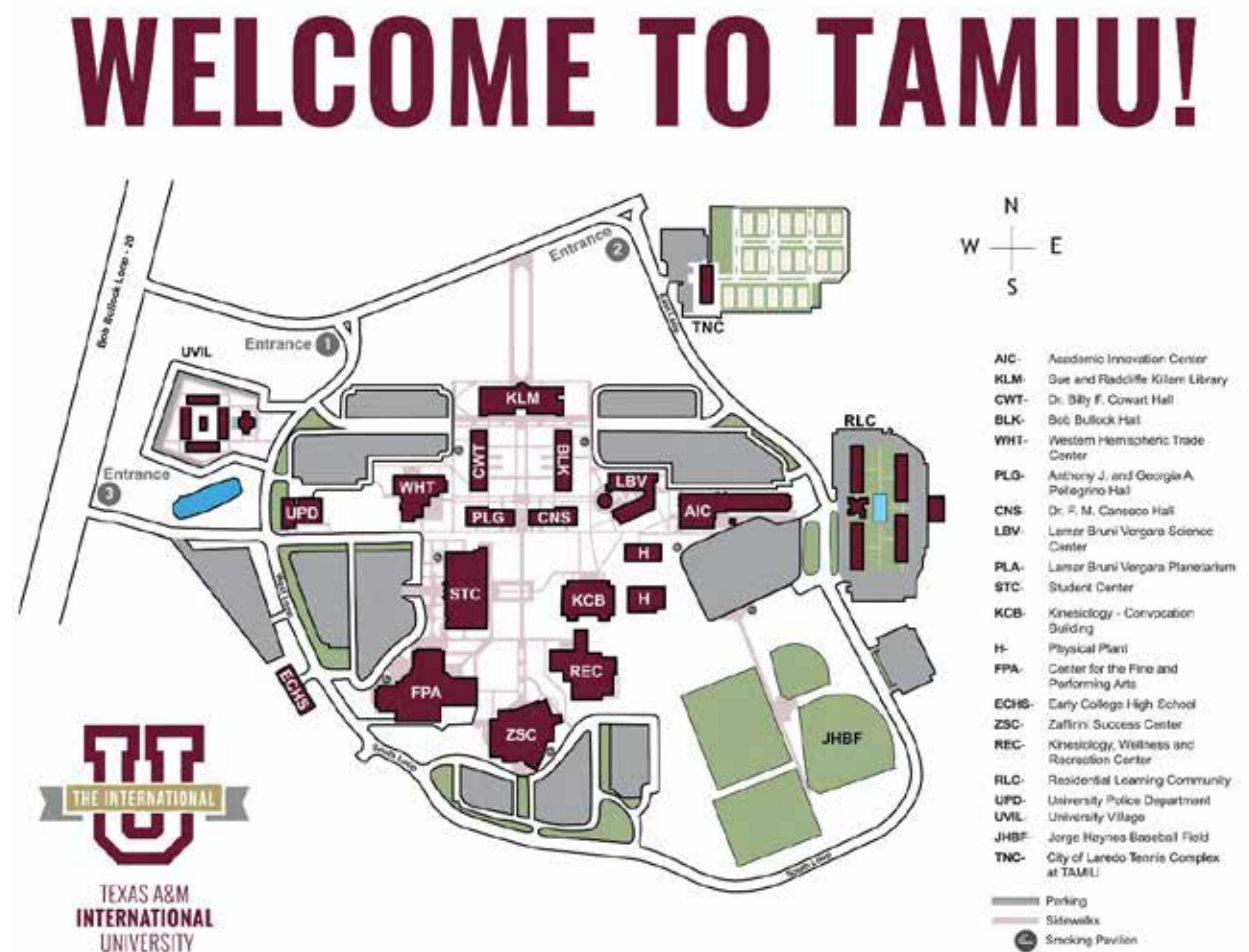
Appendix 9 – Security Site Survey

International Association of Campus Law Enforcement Administrators (IACLEA) Security Site Survey has been completed for each building, but for security reasons is not posted here. To view the survey, see [University Police Department](#).

University Police Department is responsible for maintaining/updating as threats are received.

Building floorplans may be found in Physical Plant. Electronic copies of the maps may also be obtained by contacting the TAMIU Physical Plant or are available online via the [TAMIU Office of Environmental Health and Safety](#).

Current Campus Map:



USGS U.S. DEPARTMENT OF THE INTERIOR U.S. GEOLOGICAL SURVEY **US Topo**

LAREDO EAST QUADRANGLE
BLANK: WEBB COUNTY
7.5-LAMBERT STREET

LAREDO

SCALE 1:24,000

LEGEND

Water

Land

Infrastructure

Topography

Other

INDEX

LAREDO EAST, TX

Appendix 10 – Health Emergencies

A. Appendix 10.1 – Medical Emergencies

Medical emergencies could include foodborne diseases, behavioral and physical changes, alcohol or drug overdose, injuries, or even death. To the extent possible, TAMIU would like to protect the TAMIU family from experiencing such an emergency, but if such an incident does occur, we will respond professionally, exercising empathy and compassion.

A. RESPONSIBILITIES AND PROCEDURES

In addition to the responsibilities as previously outlined in this Plan, further responsibilities apply to TAMIU's injury/death of a student or employee emergency procedures. It is the responsibility of the University community to report to TAMIU PD or Student Health Services any illnesses that appear unusual or indicative of a communicable disease (i.e., meningitis, measles, chicken pox, TB).

1. TAMIU PD

- Upon a serious injury, or if the individual is unresponsive call local 911 Communication Center to request ambulance service, if required and notify Office of Environmental Health and Safety. If applicable, attempt to collect all available information about the incident.
- Upon a death of a student or employee, notify Vice President for Finance and Administration, Vice President for Student Engagement, Director, Environmental Health and Safety, [Webb County Medical Examiner](#), and the as appropriate.
- Secure the scene, as appropriate.
- Investigate to determine if a crime has been committed.
- TAMIU PD will not transport patients to medical facilities.

2. Student Health Services

- During normal business hours, Student Health Services personnel will treat on-site or contact TAMIU PD to arrange for ambulance service, if necessary.
- Begin immediate investigation to determine the nature of illness and notify Student Health Services Physician and Vice President for Student Engagement; if applicable, [City of Laredo Health Department](#).
- If student or employee is transported to local hospital, notify emergency contact upon request. If student or employee is unresponsive, notify emergency contact.
- If increasing trend of illness, contact Environmental Health and Safety.

3. Vice President for Student Engagement

- If a serious injury outside of normal business hours or the death of a student, notify emergency contact.
- Notify University President and Director of Public Relations, Marketing and Information Services.
- Coordinate with Director of Student Counseling and Disability Services to provide grief counseling for students and *identify* resources for staff, faculty, and families as needed.

4. Vice President for Finance and Administration

- If a death or serious injury of an employee, notify University President and Director of Public Relations, Marketing and Information Services.
- If a death or serious injury of an employee, notify emergency contact, as soon as practical.

5. Environmental Health and Safety

- Assist in investigation as necessary.

6. Human Resources

- Initiate workers compensation process.

7. Campus Population

- If employee is injured on the job, notify supervisor, Environmental Health and Safety and Office of Human Resources as soon as practical.

Consider activating Emergency Management Team.

B. Appendix 10.2 – Mental Health Crises

According to the National Alliance on Mental Illness, A mental health crisis is any situation in which a person's behavior puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community. Many things can lead to a mental health crisis. Often mental health crisis follows a period of depression, some catastrophic event in the person's personal life or the use of alcohol, illicit drugs, prescription drugs or a combination of both (examples of crises include, but are not limited to, sexual assault, intoxication, threat to self or others, assault, and accident).

Attempted suicide is just one type of mental health crisis. Any incident reasonably believed to be an attempted suicide, shall be treated as both a mental health crisis and a violent crime until, or unless, evidence indicates that there is no criminal involvement.

Attempted suicides most often follow some catastrophic event in the personal life of the person who made the attempt; consequently, immediate steps shall be taken to obtain both medical and mental health assistance.

Clause on Intoxication: Intoxication from psychoactive substances such as alcohol or drugs should at no time be taken lightly, as the student may have consumed a variety of substances that may cause an overdose if overlooked. Therefore, proper assessment by medical and mental health professionals (i.e., Student Health Services, Office of Counseling and Disability Services) must take place to deem the student as medically or mentally stable.

A. RESPONSIBILITIES

In addition to the responsibilities as previously outlined in this Plan, further responsibilities apply to TAMIU's attempted suicide or mental health emergency procedures.

1. TAMIU PD

- Notify appropriate medical and mental health professionals, the Vice President of Student Engagement, and the Vice President for Finance and Administration.
- Follow internal Mental Health Crisis Policy.

2. Student Health Services

- Determine if medical emergency or mental health crisis and follow appropriate internal procedures.

3. Office of Counseling and Disability Services

- Follow internal policies and procedures.

4. Housing and Residence Life

- Follow internal policies and procedures.

B. PROCEDURES

- If the person appears to be a risk to self and/or a threat to others, immediately notify TAMIU PD.
- Activate [Behavioral Assessment and Intervention Team \(BAIT\)](#) as necessary.

C. Appendix 10.3 – Pandemic

Pandemic Response may be used to address outbreak events, such as but not limited to: SARS, MERS, West Nile Virus, Influenza, Zika, Ebola, and COVID-19.—Different infectious agents, modes of transmission, incubation period, transmissibility, etc. during each outbreak must be specifically evaluated and mitigated. This general response plan documents the key steps which will be taken during an infectious disease outbreak that affects our community to protect and inform our campus community. While each infectious disease outbreak situation is unique, some of the basic but important steps to be taken are described here within.

Key institutional stakeholders involved in pandemic planning and mitigation include, but are not limited to the following:

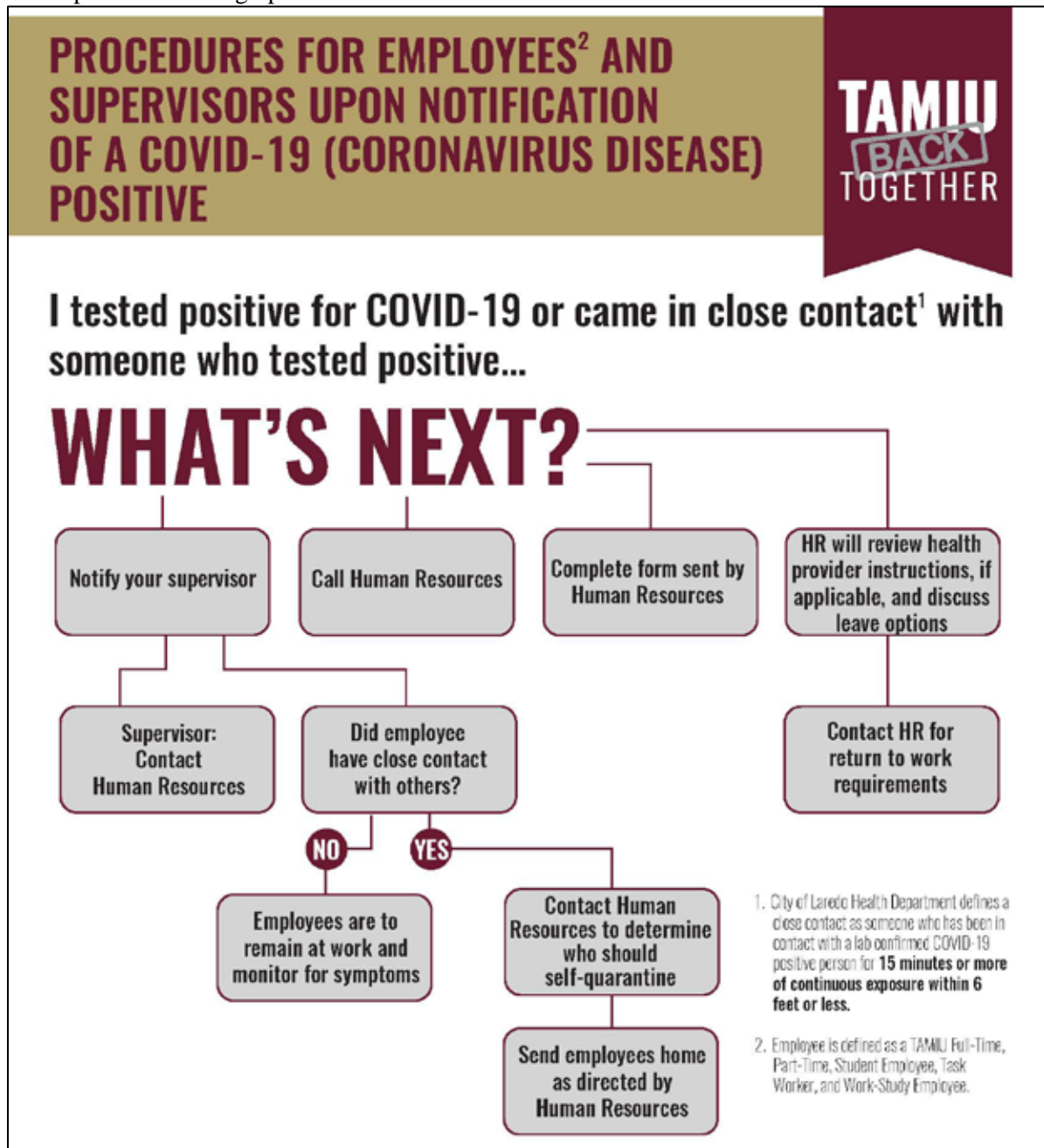
- The University Emergency Management Team
- Office of Environmental Health and Safety
- Office of Information Technology
- Physical Plant (SSC)
- Office of Public Relations, Marketing & Information Services
- Human Resources (including EAP, Payroll, etc.)
- Procurement
- University Police Department (UPD)
- Housing and Residence Life
- Clinical component: Student Health Services.

Procedures

- The Emergency Management Team is assembled to communicate outbreak and anticipated impacts on campus; high level decisions are then made for institution (e.g., controlled access, if necessary, travel restrictions, etc.).
- Public Relations assists in the communication of important information to institutional stakeholders; assists with signage and video monitor communications across buildings.
- EHS provides respiratory fit testing services, PPE training, etc., as needed, reviews disinfection and decontamination protocols; provides consultation on outbreak situation to institutional stakeholders; etc.
- Clinical leaders ensure clinical activities are performed in a safe and efficient manner.
- IT provides support to institutional stakeholders to maintain business continuity, including providing resources for remote learning/working needs.
- Physical Plant assists to prepare and maintain the buildings.
- Housekeeping duties are maintained and/or increased as necessary for infection prevention.
- Student Health Services provides assessment and treatment to students (and employees, if needed), assists with any screening and testing necessary, evaluates sick students (and employees, if needed) for return to campus clearance, provides vaccinations as necessary.
- Housing and Residence life maintains student housing services and other associated functions.
- HR provides assistance and support to employees, disseminates information on resources for stress, coping, support, etc. during outbreak situations.
- Procurement ensures adequate supplies are sourced and available across the institution as necessary, especially during situations of severe supply shortage.
- University Police ensure security and police protection for the campus.

Additional detailed information about roles and responsibilities of key institutional components are described in the “COVID-19 Procedures”. Although this procedure was developed specifically for response to the COVID-19 pandemic, it may serve as a model and important information resource

during other infectious disease outbreaks as they occur in the future. Example of procedures developed into an infographic below:



Procedural infographic created during the COVID-19 pandemic.

D. Appendix 10.4 – Mass Casualty Incident

TAMIU will rely heavily on outside responders in the event of a catastrophic event. Assistance from the City of Laredo will be requested.

The goal in any mass care situation should be the rapid intervention of emergency professionals including, but not limited to fire, EMS, and police services

Procedures:

1. TAMIU PD

- Determine threat/hazard (e.g., lab explosion)
- Ensure appropriate resources are mobilized
- Secure the scene
- Document the incident
- Ensure event is not criminal
- Notify Office of Counseling and Disability Services to determine available resources
- Follow internal procedures

The TAMIU Emergency Response Core Team should be activated to address the incident. Refer to the appropriate hazard appendix for additional actions.

Appendix 11 - Natural or Technical Hazards

A. Appendix 11.1 – Airplane Crash/Explosion

The TAMIU campus is less than three miles from Laredo International Airport. Aircraft frequently fly over the campus as part of their approach for landing or departure from the airport. Because of the proximity to Laredo International Airport, there is a possibility of an aircraft crash on or near TAMIU.

A. Responsibilities

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's airplane crash/explosion on campus procedures.

1. TAMIU PD

- Notify Laredo International Airport Tower of the crash and, as appropriate, request emergency equipment.
- Request assistance from Laredo Police Department and Laredo Fire Department for emergency response.
- If the crash investigation and cleanup are likely to be of prolonged duration, the airspace above the TAMIU campus may be declared a restricted flight zone up to an altitude of 2,000 feet above ground level (AGL), in accordance with Federal Aviation Administration Regulations, Section 91.137 (a) (1) and 91.137 (a) (3), by authorities with the assistance of UPD.

B. PROCEDURES

- If an aircraft crashes or lands on or near the TAMIU campus, immediately notify the TAMIU PD, ext. 2911. If there is an associated fire or explosion, be certain to report that fact. Provide as much information as possible.
- Activate TAMIU Emergency Response Team
- Attempt to determine if there are survivors in or near the aircraft, and if it is safe to do so, attempt to remove the survivors from danger.
- Secure the area. Do not remove any parts or portions of the aircraft *except* as necessary for rescue efforts. Although it is the responsibility of the appropriate law enforcement agency to preserve the scene of an aircraft crash, everyone at the scene is responsible to preserve all aircraft parts and debris in its original location and condition until the arrival of the appropriate law enforcement agency representatives.
- TAMIU will play a supporting role in any follow-up investigation.

B. Appendix 11.2 – Fire

Every building on campus, with some exceptions*, is equipped with a fire alarm system that contains at a minimum:

- Audible fire alarm that sounds throughout the building
- Flashing strobe lights
- Water suppression system*
- Fire extinguishers

*Central Plant, Trailblazers Tower, Athletics Fieldhouse, Greenhouse – not sprinklered; Trailblazers Tower, Fieldhouse, and Greenhouse – no alarm system

A. RESPONSIBILITIES

In addition to the responsibilities outlined in this Plan, additional responsibilities apply to TAMIU's fire procedures.

1. TAMIU PD

- TAMIU PD Officers shall be dispatched to the scene to verify the situation.
- Assists in evacuating building occupants including individuals with disabilities.
- Provides directions for Fire Department personnel entering the building.
- Directs traffic and provides crowd control.
- A TAMIU PD officer, if available, should be assigned to the intersection of University Boulevard and Loop 20 to lead the responding fire apparatus.
- The TAMIU PD Dispatcher shall contact the Director of TAMIU PD, the Director, Environmental Health and Safety and the Director of Physical Plant. If necessary, the Director of TAMIU PD shall contact the VPFA or their designated alternate.

2. TAMIU Environmental Health and Safety

- Assist with occupant evacuation by providing direction to evacuation assembly area.

B. PROCEDURES

Students, faculty, and staff should learn the location of building exits, emergency assembly areas, and fire alarm pull stations. Occupants should evacuate to their designated assembly area during alarm activation. If a prolonged outage, consider relocating groups to available spaces indoors such as:

- STC Ballroom
- KCB Gymnasium
- REC Gymnasium

Upon the activation of a fire alarm, Building Emergency Coordinators should assist with occupant evacuation and related elements if safe and comfortable doing so.

*Central Plant, Athletic Field facilities, Trailblazers Tower, and Greenhouse not equipped with fire suppression system

C. Appendix 11.3 – Hazardous Material Incident

Departments using hazardous materials are responsible for establishing departmental clean-up procedures, including complete information concerning the properties of the spilled material. These departments are also responsible for providing access to Safety Data Sheets (SDS) for any of their employees encountering hazardous materials. In addition, supervisors are required to carefully train employees in the use of hazardous materials and in the proper safety techniques to follow in case of a spill. Hazardous material spill kits should be readily available before purchasing, using, or storing chemicals. Individuals shall be familiar with the location of safety equipment (i.e., hazardous material spill kit, fire extinguisher, and eyewash/safety shower), prior to the occurrence of a hazardous material spill.

In the event of a spill, container failure, explosion, or fire, immediate steps must be taken by responsible and knowledgeable persons within the department to minimize hazards and, if possible, without risk of injury, to contain the spill. When responding to a chemical emergency, avoid contamination.

- Do not walk into or touch any spilled material.
- Avoid inhalation of gases, fumes, and smoke. Stay up wind, if possible.
- Do NOT assume that gases/vapors are harmless because they lack odor.

A. Responsibilities

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's hazardous material spill procedures.

1. TAMIU PD

- Establish a safety perimeter to keep persons away from the evacuated area or building until the spill is cleaned up and re-entry is authorized.
- Notify the Laredo Fire Department and the EMT as needed.

2. Environmental Health and Safety

- Assist department with clean up as needed.
- Conduct air monitoring, if necessary
- Notify the Laredo Fire Department and the EMT as needed.

B. Procedures

- Minor spill:
 - Use spill cleanup kits or whatever steps necessary to contain the spill within the immediate area of the accident if you have been trained.
 - Contact TAMIU PD and provide the dispatcher with as much information as possible.
 - Notify the Office of Environmental Health & Safety of the incident. If possible, affected personnel may remain on-site in a safe location until the area has been cleaned.
- Major Spill:
 - Attempt to identify the hazard and notify TAMIU PD of the chemical spill location and other pertinent information. UPD should then immediately notify the Laredo Fire Department HazMat Division
 - Take whatever steps are necessary (within bounds of prudent safety) to contain the spill as much as possible.
 - Isolate the area. Move and keep people away from the incident scene. Safe distances from the scene will vary.
 - Refer to the SDS or guidance provided by Laredo Fire Department when the substance is identified and follow all instructions for that substance.

D. Appendix 11.4 – Severe Weather (General)

Severe weather can consist of any type of weather regardless of frequency that produces high-impact results. This can include, but is not limited to:

- Thunderstorms
- Tornadoes
- Flooding
- Winter storms, and
- Hail

A. Responsibilities

1. Environmental Health & Safety

- Maintain situational awareness and monitor the National Weather Service for updates, alerts, and changing forecasts.
- Communicate timely information to University Administration and recommend activation of University Warning System via applicable methods (e.g., SafeZone, outdoor sirens, etc.)
- Report storm damage or other information (e.g., wind damage, hail, flooding, etc.)

2. Physical Plant

- Monitor changing weather conditions and the NWS for updates, alerts, and changing forecasts.
- Ensure campus buildings and grounds are safe and clear of debris, obstruction, or structural damage to buildings caused by severe weather.

3. Administration

- Activate EOC ahead of or in response to severe weather events.
- Communicate timely hazardous weather information (e.g., Tornado Warning) affecting or likely to affect campus (i.e., watch/warning polygon includes TAMU) to the TAMU community.

B. Procedures

1. EOC Activation

- See [Section VII, B, 2: Emergency Operation Center](#)

E. Appendix 11.5 – Hurricane

A. Introduction

1. Tropical Weather Terms and Climatology

The development of a hurricane occurs in four distinct stages:

- Tropical Disturbance - A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter -- originating in the tropics or subtropics, having a nonfrontal migratory character, and maintaining its identity for 24 hours or more.
- Tropical Depression - A [tropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.
- Tropical Storm - A [tropical cyclone](#) in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).
- Hurricane - A [tropical cyclone](#) in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more.

2. Hurricane Hazards and Preventative Measures

It is important that all doors and windows be secured as firmly as possible. Exercise extreme caution to avoid contact with fallen wires. Glass from broken windows, debris from damaged buildings and other loose objects are carried by the wind and become airborne missiles which cause much of the storm's damage. Personnel must remain under cover during hurricane velocity winds. It is necessary that all loose lumber, sheet metal, drums, etc., be secured prior to the arrival of hurricane force winds. Damage caused by water entering buildings through doors, broken windows, leakage through roofs, and/or backup of storm drains can be expected.

B. Procedures

1. **Hurricane/Tropical Storm Threat:** Hurricane or tropical storm has been identified to impact the Laredo Area. The following preparations may be made:

- Consider closing campus facilities and/or cancelling classes.

TAMIU may be called to initiate the hurricane emergency MOU, with Texas A&M University – Corpus Christi and Texas A&M University – Kingsville, when it becomes evident that the hurricane will make landfall in the Coastal Bend area. [See Appendix 8.](#)

C. Responsibilities

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's hurricane procedures.

1. TAMIU President

- Initiates the University's hurricane procedures.
- A formal decision will be made through the Office of the President issuing an evacuation notice and establishing a Command Post in Killam Library or Physical Plant in which emergency personnel will conduct operations. *NO OTHER BUILDINGS SHALL BE OCCUPIED DURING THIS TIME.*

2. TAMIU PD

- Activates Emergency Operations Center (EOC)
- Responsible for direction of EOC operations.
- Place all Physical Plant and TAMIU PD personnel in an emergency status. TAMIU PD personnel will lock all doors after buildings are cleared.
- Maintain departmental vehicles and spare gas tanks with fuel.

3. Physical Plant

- Ensures Campus facilities are adequately prepared.

- Secure loose exterior items (e.g., lawn furniture, outdoor decorations, trash cans, etc., to the extent feasible.)
- Clear drains on balconies and/or throughout campus.
- Procures, stores, and maintains supplies and equipment necessary to implement these procedures.
- Ensures gas powered equipment is properly fueled (i.e., generators, vehicles, etc.) and local contractor is on call for refueling.
- Ensure all emergency generator fuel tanks are topped off.
- Ensure all University-owned/rented/leased vehicles are parked away from low-lying areas
- 4. Environmental Health and Safety**
 - Serves as the University's Hurricane Preparedness Coordinator.
 - Monitors the course of the hurricane and hurricane conditions and reports these conditions to the EMT.
 - Maintains liaison with MOU institutions and other community officials.
- 5. Public Relations, Marketing and Information Services**
 - Maintains liaison with the President for the purpose of issuing public announcements to the TAMIU community and community at large.
 - Communicates updates across available media channels as appropriate.
 - Initiate an announcement to the TAMIU community of the imminent hurricane threat.
- 6. Vice President for Student Engagement**
 - Obtains a roster of those students who do not have the means to evacuate the area upon evacuation notice.
- 7. Food Services**
 - Prepare to order/receive food for additional evacuees from MOU institutions for multiple days.
- 8. Custodial Services**
 - May need additional staff and supplies to support the University's hurricane procedures.
- 9. Housing and Residence Life**
 - If receiving students from other MOU schools, see OHRL Mass Care Housing Plan for more details.
- 10. All TAMIU Personnel**
 - Within areas of responsibility, safeguards equipment, records and other items that may be susceptible to water and wind damage, and/or to utility outages.

Note: TAMIU will not manage public emergency shelters during hurricane conditions. Evacuation from the hurricane zone is advised.

Appendix 11.5.1 – Student Housing Mass Care Plan

COMMUNITY SAFETY AND EMERGENCY PROCEDURES

Residential Learning Community and University Village Emergency Evacuation Plan

The City of Laredo, Texas A&M International University, and the Office of Housing & Residence Life have worked together to secure evacuation plans in the remote chance that there is an emergency requiring evacuation. These plans will be put into place if the city orders their Secondary Evacuation Zone, which includes TAMIU Student Housing, to be evacuated. They will be utilized in the event of a fire or some other emergency that necessitates our evacuation of the RLC or University Village. Please read the following carefully so you will have an awareness of the actions that need to be taken in case such a situation occurs.

PERSONAL DATA CARD

All residents must complete a Personal Data Card at check-in. The Office of Housing & Residence Life will use the Personal Data Card to help them coordinate resident placement in case of an evacuation. From your responses, we have a better idea of how many residents will have prior alternate housing arrangements and who will need housing in the event of an emergency evacuation.

UNIVERSITY VILLAGE AND RESIDENTIAL LEARNING COMMUNITY EVACUATION

If the RLC or University Village is evacuated, please observe the following:

- § Do not panic, stay calm and in control of your actions.
- § Follow directions of Residence Life Staff. At some point you will have access to a phone – be patient.
- § Pack items you will need quickly, if the RAs indicate that there is time to do this.
- § Meet a Residence Life Staff Member in the Parking Lot Directly Outside of your building.
- § Let your RA know if you are going home on your own, going with your roommate, friend, coach, or family.
- § Residents who have their own transportation may leave the campus community after reporting to an RA. You must give the RA the phone number where you can be reached. Watch the News for information about returning to TAMIU.
- § Residents who need transportation or housing will proceed to the Clubhouse.
- § Once in the Clubhouse, you will be given transportation instructions.
- § We will be transported to a holding center or hotel depending on the situation.

SAFETY CONCEPTS TO KEEP IN MIND

- § Know your buildings emergency procedures. They are critical to your safety!
- § Always remain calm in any emergency.
- § If an evacuation is ordered, use your pre-designated route for leaving the downtown area.
- § If you cannot use your pre-designated route, heed all safety personnel instructions and/or follow the general flow of traffic.
- § Pre-plan with other family members or car poolers how each will get home in the event of an evacuation.
- § Plan and discuss secondary access numbers and meeting locations with your family members if you are unable to contact each other using normal methods.

FIRE PROCEDURES & EXPECTATIONS

When you hear the fire alarm you should do the following:

- § Touch your door and doorknob to see if it is hot.

- § If not, immediately leave your room and walk to the nearest stairwell to exit the building, closing all doors behind you. Once outside, walk around to the side of the building and follow instructions from a Residence Life Staff Member.
- § If you cannot leave your room, remain calm. Place a wet towel under the door. Call 911 and notify the Police of your situation. Wait patiently for assistance.

If you detect a fire and the fire alarm is not sounding

- § Leave your room/area immediately, closing all doors behind you and proceed to the nearest exit.
- § Pull the manual fire alarm located near the stairwell exit and exit the building.
- § Once outside, walk around to the side of the building and follow instructions from a Residence Life Staff Member.
- § Always know a second way out of the building in case the primary exit is blocked by smoke.
- § Tell a Police Officer or Firefighter of any important information that you know (i.e., physically challenged persons, location of fire, what is burning, etc.)

When an alarm goes off in your building, it is very important that you take it seriously! You must vacate the building by leaving your floor via the stairwells nearest to you and exiting through the doors marked with exit signs. All the emergency exits will be open so that you can exit the building directly from the stairwell.

Look for an RA to direct you once you are outside the building. The RA on Duty or On-Call Professional Staff is responsible for directing the staff and working with the Fire and Safety Staff when students may re-enter the building.

Evacuation locations are the following:

- Residential Learning Community:
 - Sanchez Hall (Building 1)- Evacuation site is across the parking lot in front of the building.
 - Cabeza de Vaca Hall (Building 2)- Evacuation site is across the parking lot by the basketball court behind the building.
 - Champlain Hall (Building 3)- Evacuation site is across the parking lot by the basketball court behind the building.
 - Balboa Hall (Building 4)- Evacuation site is across the parking lot by the dumpsters at the south side of the property.
- University Village:
 - Coronado Hall (Building 2)- Across the parking lot towards the north side fence line.
 - Cardenas Hall (Building 3)- Across the parking lot towards the dumpster fence line.
 - Ojeda Hall (Building 4)- Across the parking lot towards the pond area.
 - Hudson Hall (Building 5)- Across the parking lot towards the pond area.

If a student is able to leave, but does not leave his/her room or the building during an alarm, it will result in a student conduct sanctioning and may result in a monetary fine of \$100. When the alarm is sounding and/or you have been asked to leave the building for an emergency, you must comply.

F. Appendix 11.6 – Tornado

Tornadoes are violent, local storms with whirling winds that can reach 200-300 miles per hour. The south central, southeastern, and mid-western parts of the United States are particularly susceptible to conditions favoring tornadoes. A tornado may travel "on the ground" from a few hundred yards to fifty miles at speeds of 30-75 miles per hour. It is virtually impossible to outrun a tornado; therefore, one should seek shelter whenever a tornado warning is indicated.

The National Weather Service issues severe weather warnings using the following terms:

- **Tornado Watch:** Tornadoes could develop in the designated area.
- **Tornado Warning:** A tornado has been sighted in the area or is indicated by radar.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's tornado emergency procedures.

1. Environmental Health and Safety

- Monitors the National Weather Service for current conditions.
- Reports severe weather conditions to Physical Plant and Office of Vice-President of Finance and Administration.

2. Physical Plant

- Ensures that appropriate preparedness measures as outlined in this section are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.

3. Director of Public Relations, Marketing and Information Services

- Issues public announcements to the University community and community only if warning polygon includes TAMIU.
- Recommended announcement: "Tornado Warning issued for TAMIU until (time). Seek shelter indoors immediately!"

4. All TAMIU Personnel

- Supports "shelter in place" procedures for all building occupants.

B. PROCEDURES

- If in a building, shelter in place away from exterior walls and in a room with few or no windows
- If caught outside and there is no time to reach an inside shelter:
 - Lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding one's head.
 - Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding.

G. Appendix 11.7 – Lightning

There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm. Remember, “When Thunder Roars, Go Indoors.”

From [Vaisala’s Annual Lightning Report 2020](#), Texas recorded over 33 million lightning strikes, higher than any other state in the country. Due to its size and favorable location, Texas leads the United States in total lightning counts with an average of four to five cloud to ground lightning strikes per square kilometer.

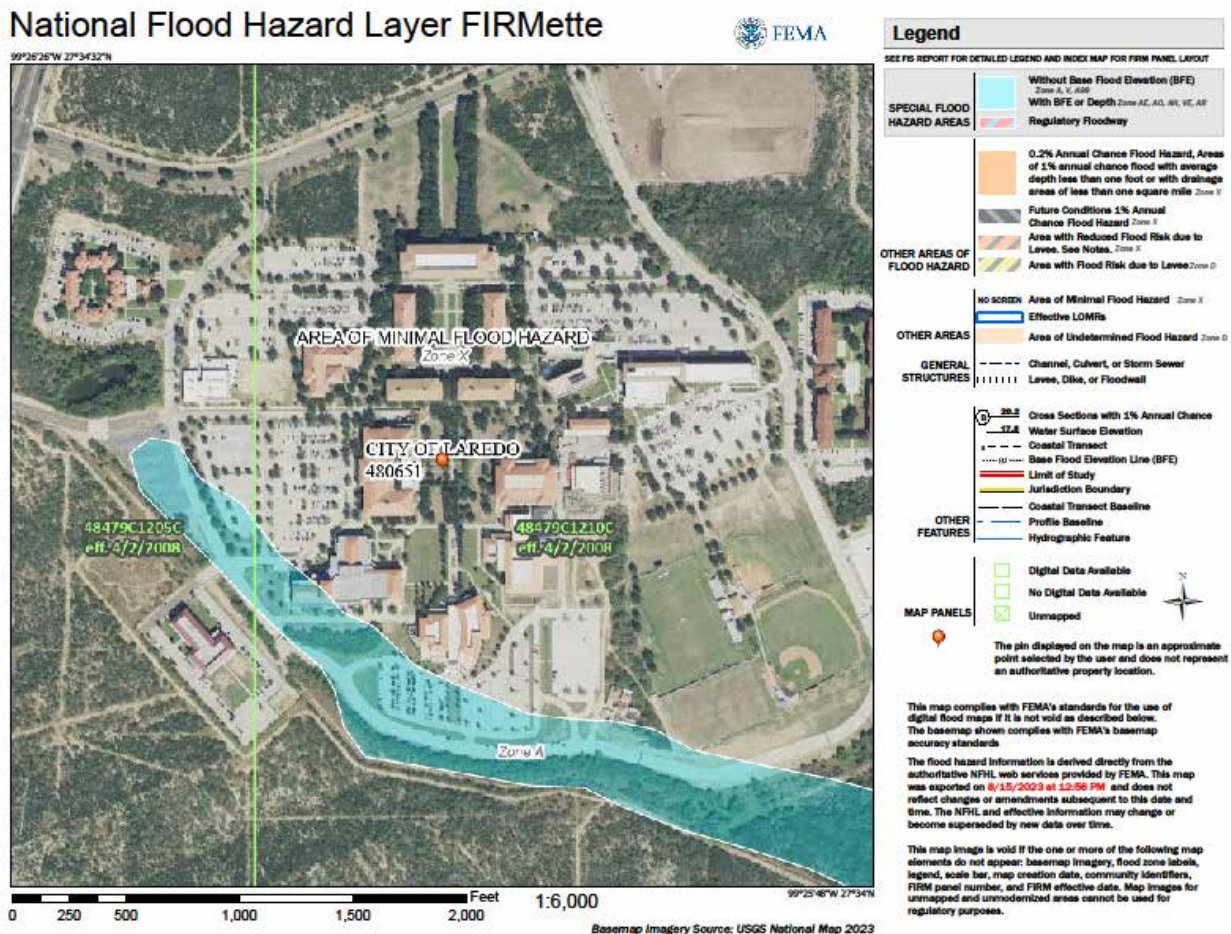
A. Responsibilities

1. Environmental Health & Safety
 - Obtain timely thunderstorm information; designate a weather watcher; and assign an official in charge who will stop events when required.
2. All TAMIU Personnel (students, faculty, staff)
 - Monitor weather forecast and pay attention to changing conditions.
 - Follow Lightning Safety Plan
3. Athletics
 - Follow departmental Lightning Safety Plan, and departmental procedures.
4. Rec Sports
 - Follow departmental Lightning Safety Plan, and departmental procedures.

H. Appendix 11.8 – (Flash) Flooding

Given TAMIU's unique location in south central Texas and its climate, excessive rainfall events leading to flash or regular flooding are a low risk and present limited challenges to campus. However, given the campus's proximity to the Rio Grande and other nearby smaller bodies of water, secondary challenges may be presented from the impact of nearby flooding, such as from Lake Casa Blanca and the San Ygnacio Creek.

In the FEMA FIRMette below, there is a limited risk of flooding in excessive rainfall situations in which water from the San Ygnacio Creek could back up onto the south and western portion of campus. Additional localized flooding may occur on campus in short-duration, high-intensity events.



A. Responsibilities

- Environmental Health & Safety
 - Monitor weather conditions.
 - Notify key University personnel regarding excessive rainfall potential.
- Physical Plant
 - Check storm drains and other low-lying areas to remove any debris that could clog drains.
 - Set up barriers/barricades to block cars from driving through flooded roadways.
- University Police Department
 - Set up cones or other barriers to block cars from driving through flooded roadways.

Appendix 12 – Criminal Activity

A. Appendix 12.1 – Active Intruder/Threat

One of the fastest growing areas of potential lethal threat to the public has been the advent of workplace violence, which may be directed at specific individuals or facilities. For example, incidents have occurred in large facilities, such as schools, post offices, malls and large government buildings, as well as smaller facilities, such as banks, gas stations and convenience stores. A common scenario which has emerged is that of the disgruntled former employee who returns to a previous workplace to seek revenge with lethal force. Fortunately, this type of event occurs infrequently, but when it does it can be characterized as a worst-case scenario.

The Threat

Typically, the threat is commonly a single suspect, although multiple suspects are possible, armed with semi-automatic and/or automatic weapons, who may be despondent, enraged, humiliated, or agitated. The suspect is usually mobile and may engage innocent bystanders or targeted individuals while on the move. In contrast to a hostage situation, this suspect generally does not take hostages, and does not want to negotiate for any reason. The suspect usually will not stop the random or direct potentially lethal acts until he is stopped by either law enforcement or the public.

The Location

The location of these incidents generally consists of a large geographic area occupied by many workers or members of the public that does not lend itself to easy containment. Schools, department stores, malls, large post offices and office buildings are all potential locations of involvement.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's active shooter emergency procedures.

1. All personnel

- Immediately notify TAMIU PD of any suspicious persons or activities involving weapons (i.e., guns, knives, etc.)
 - Identify yourself and phone number
 - State emergency (describe the activity)
 - Number of shooters
 - Location of suspicious persons (building, room number, direction of travel, etc.)
 - Physical description of persons (height, gender, clothing, etc.)
 - Number and type of weapons shooters have
- Alert others in the area.
- Be prepared to evacuate or shelter in place.
- For additional preparedness planning information, participate in the Active Shooter training provided by TrainTraq.
 - Remember
 - Run
 - Hide
 - Fight
- If you are a witness, contact a responding police officer when safe to do so.

2. TAMIU PD

- Refer to internal Policy 08.06: Active Shooter Response

B. PROCEDURES

- Notify TAMIU PD
1. Emergency Response Team
 - Once the emergency is communicated to the emergency response team, responsible individuals should attempt to convene once safe to do so.
 - Communicate the situation to:
 - the campus population via all possible means, as soon as possible, and establish regular communication cycles through the event's duration.
 - System
 - County and/or City DPS
 - Have PIO or other assigned individual coordinate with media at predetermined staging location and coordinate the release of information to families, community members, and the media. Coordinate with other PIOs from different organizations if the incident becomes overly complex.
 - Examine scope of impact to campus operations and consider the following:
 - Means of accounting for, retrieving, and transporting students (e.g., those that ran off campus and don't feel safe returning to get their vehicle)
 - Moving classes/events in affected building(s) online until further notice
 - Bringing in mental health counselors/resources
 - Need for additional police presence on campus in following weeks, especially in and around residential facilities
 - Postponing athletic and other campus events
 - Impact to dining operations, especially if dining facilities impacted by event (e.g., if STC offline, can KLM absorb the overflow and for how long?)
 - Recovering individuals' belongings left behind
 - Confining media to one "staging area" such as the satellite parking lots or Iglesia Cristiana Misericordia.

When Law Enforcement Arrives, the first officers to arrive will focus on stopping the assailant(s) as quickly as possible and will not stop to help injured persons. People at the site should remain calm and follow officer instructions.

B. Appendix 12.2 – Bomb Threat

Bomb threats and other threats of violence are serious emergencies that require prompt attention. Although bomb threats are rare, they are most likely to occur during final exams. For most bomb threats, the caller announces that a bomb is set to go off at a certain time and then hangs up. Because routine bomb threat evacuations may spawn numerous hoax calls, consider the following:

- Most intended explosions have no warning. Usually, after the bomb is detonated, a party claims credit and then explains why the bomb was set.
- In cases where an actual device is located, the caller usually provides specific information for finding the device before the detonation time.

With few exceptions, bomb threats on campus are hoaxes and designed to create panic or avoid/postpone an unpleasant task (e.g., an exam).

A. Responsibilities

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's bomb threat procedures.

1. **TAMIU PD**
 - Follow internal procedures.
2. **Environmental Health and Safety**
 - Support UPD as requested or as able.
3. **Building Emergency Coordinators**
 - Assist TAMIU PD in evacuating the building if instructed by an officer, SafeZone, or if fire alarm is activated.

B. PROCEDURES FOR RECEIVING A BOMB THREAT

Gather as much information as possible and contact UPD as soon as possible.

C. General PROCEDURES for employees and students

1. Do not handle the object.
2. Immediately contact TAMIU PD.
3. Assist TAMIU PD in evacuating the building if instructed by an officer, SafeZone, or if fire alarm is activated.

For more information, view the most current [DHS Bomb Threat Checklist](#).

C. Appendix 12.3 – Criminal Activity

While TAMIU enjoys a relatively crime-free environment, it is very important to report any crime that occurs on campus. It is especially important to report crimes in progress to safeguard the victim as well as apprehend and arrest violators. Criminal activity may include, but is not limited to:

- Assaults, including sexual assaults
- Robbery
- Homicide
- Theft
- Burglary of vehicle or building
- Criminal mischief
- Arson
- Stalking
- Kidnapping

A. Responsibilities

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's crime in progress emergency procedures.

1. TAMIU PD

- Upon notification, TAMIU PD personnel will respond to the scene and take appropriate action, including requesting additional support, if necessary.
- Notify appropriate University personnel as necessary.
- Follow internal SOPs for criminal incidents.

B. Procedures

- Any observed criminal activity or suspected criminal activity is to be reported to TAMIU PD by directly reporting to an officer, through use of the emergency telephone system, or by contacting UPD at 956-326-2911 or dispatchers@tamiu.edu. Be prepared to provide the following information:
 - Type of crime or suspicious activity.
 - Exact location of the incident.
 - Physical description of the person or persons, including:
 - § height and weight,
 - § race,
 - § sex,
 - § hair color,
 - § clothing description,
 - § Weapons used, if any.
 - § vehicle descriptions including license number and distinguishing features.
 - A phone number at the scene if one is available.
 - Your name unless anonymity is desired.
- A person reporting a crime or suspicious activity should not become involved in the activity unless the involvement is self-defense or the defense of another.

D. Appendix 12.4 – Missing Persons

Most people on campus are adults and have a right to go wherever they wish at any time. However, if a member of the University Community has reason to believe that a student or someone else is missing, efforts shall be made to locate him/her to determine his or her state of health and well-being. The following serves as a guideline for action:

- Attempt to determine the person's or group's location or probable location through friends of the student.
- Attempt to verify the individual's and/or group's state of health and intention of returning to the campus.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's missing student procedures.

1. TAMIU PD Procedures for on campus housing missing student:

- Upon a notification of a possible missing person(s), begin a preliminary investigation immediately to ascertain the whereabouts of the student.
- If a student, determine if s/he has been attending class.
- Notify the Provost and Vice President for Academic Affairs and Vice President for Student Engagement as appropriate.
- Investigates to determine if a crime has been committed.
- If student lives on campus, TAMIU PD will notify within 24 hours the contact person identified by the student during on campus housing check in procedures.
- If the student is under 18 years of age and not emancipated, TAMIU PD must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- TAMIU PD will contact the appropriate local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- Coordinate with Director of Public Relations, Marketing and Information Services for public announcements.

2. TAMIU PD Procedures for non-resident student and TAMIU employee:

- Upon a notification of possible missing nonresident student or employee, TAMIU PD will notify the appropriate local law enforcement having jurisdiction and the employee's supervisor/chair as appropriate.

B. PROCEDURES

- Notify TAMIU PD.

E. Appendix 12.5 – Sexual Violence

Sexual assault is a violent crime, which leaves the person who has been assaulted with feelings of fear, victimization, and distrust. The well-being of the sexually assaulted individual is the immediate goal of each person who has any dealings with him or her.

A. Responsibilities

- If a sexual assault is reported to any TAMIU employee,¹ the employee must notify the [TAMIU Title IX Coordinator](#), Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, (956) 326-2857, TitleIX@tamiu.edu, in accordance with TAMUS Regulation 08.01.01, *Civil Rights Compliance and [TAMIU SAP 08.01.01.L1 Civil Rights Complaint and Appeal Process](#)*.
- TAMIU PD shall not be notified unless the victim expressly authorizes the report to law enforcement or when an imminent threat to health or safety may exist or when required by law.
- Campus Security Authorities (CSA's) are required to complete a report with the description, place, classification, and date of the incident to TAMIU PD if a sexual assault took place within the Clery reportable geography.
- Title IX Coordinator will inform individuals who have been sexually assaulted of the following:
 - Right to seek criminal prosecution and the options to notify law enforcement.
 - Counseling services and medical assistance; and
 - Options for supportive measures, such as changing academic and living situations.
- A brochure with this information is available in the Office of Compliance or at <http://www.tamiu.edu/compliance/TitleIX/Resources.shtml>.

B. Procedures

- If a sexual assault is reported to any TAMIU employee,¹ the employee must notify the TAMIU Title IX Coordinator in accordance with [TAMUS Regulation 08.01.01](#).
- If the victim elects to notify TAMIU PD, the Civil Rights investigation will be placed on hold until the TAMIU PD and/or Laredo PD indicate that they have completed their gathering of the evidence.
- **If the sexual assault was reported to TAMIU PD, TAMIU will implement their standard operating procedure.**
- **If the sexual assault was reported to the TAMIU Title IX Coordinator and the victim chooses not to inform TAMIU PD and/or the offense does not warrant informing TAMIU PD under TAMUS Regulation 08.01.01, then the Title IX procedure will follow as outlined in the [TAMIU Student Handbook](#) and within the Regulation.**
- Complaints of possible Civil Rights violations may be filed with the TAMIU Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78045, (956)326-2857, TitleIX@tamiu.edu or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, (214)661-9600.
- Reports can also be made at the Electronic Reporting site tamiu.edu/reportit

¹ except for licensed health care providers and pastoral counselors acting within the scope of treatment or counsel

F. Appendix 12.6 – Suspicious Letter/Package/Substance

Considering recent terrorist attacks, the Department of Homeland Security, the United States Postal Service, and Texas Homeland Security have provided procedures on how to handle suspicious letters, packages, or substances at the following web sites:

- <https://www.dhs.gov/ensuring-building-security#2>
- <https://about.usps.com/posters/pos84.pdf>

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's suspicious letter/package/substance procedures.

1. Director of TAMIU PD

- Establish a safety perimeter to keep people away from the area.
- Notify the Laredo Emergency Response Services and the EMT as needed.
- If a suspicious package is a suspected explosive device, then see Bomb Threat Procedures.
- If suspicious package contained a suspected biological/chemical agent, then contact local Laredo Police Department and U.S. Postal Inspectors.

B. PROCEDURES

Upon receipt of a suspicious letter/package/substance:

- Handle with care. Handling should be kept to a minimum to prevent further problems and to preserve the suspicious package for evidence.
- Don't shake or bump.
- Isolate and visually inspect for indicators that may look suspicious.
- Don't open, smell or taste.
- Notify TAMIU PD.
- Wash your hands with soap and water.
- Identify individuals who may have been exposed to the material.
- Do not leave premises until dismissed by authorities.

Appendix 13 – Campus Facilities Malfunction

A. Appendix 13.1 – Electrical Failure

Even though electrical outages are rare, there will be occasions when electrical failures occur. These outages could range from transformer failure, which may affect a small portion of the campus, or complete campus power outage such as would be caused by a hurricane.

Emergency Generators

TAMIU has emergency generators located on campus for the provision of basic life safety and other limited functions.

University Village and RLC

There is no emergency power for the University Village or RLC, the student housing facilities. In the event of a power outage involving the University Village or RLC, notify the TAMIU PD and follow procedures established by the Department of Housing and Residence Life. TAMIU PD Officers will provide assistance and emergency communications, if necessary, including notification to Physical Plant for AEP assistance.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's electrical failure emergency procedures.

1. TAMIU PD

- Notify Physical Plant.
- Check elevators to ensure no occupancy.
- Once given the order, assist the evacuation of the buildings/campus.

2. Physical Plant

- Notify Incident/Damage Assessment Team.
- Determine incident scope and source.
- If owned equipment, assess repairs and begin to restore service if safe to do so.
- If non-owned equipment, contact local power company to determine anticipated restoration of power.
- Ensure all emergency power equipment is functioning and switched appropriately
- Communicate expected restoration timeframe to university administration.
- Make recommendation to VPFA to activate EMT, if necessary, or recommend campus closures if necessary.

3. Office of Information Technology

- Initiate power outage procedures for server room temperature monitoring.
- During entire shut down:
 - Server room Uninterruptable Power Supply (UPS) batteries will last approximately 50 minutes. Verify generator has come online. If not, notify Physical Plant immediately.
 - Check for alert tones/or noises indicating server overheating.
 - Monitor temperature and humidity.
- If temperature rises about 80 degrees Fahrenheit:
 - Dissipate heat in room by opening the doors and ceiling tiles.
 - Bring down non-critical servers, except:
 - § TAMIU Website and email servers
 - § Banner Student Information System
 - § Angel - E-learning course management system
- If temperatures continue to rise above 90 degrees Fahrenheit:

- Shut down all systems following shutdown procedures. This could take up to three hours to shut down and could take an additional three hours to reboot.
 - Post a message on Website when services are unavailable.
 - Assist the Office of Public Relations, Marketing and Information Services with changing the TAMIU main switchboard voice message with updated information.
4. **Environmental Health and Safety**
- Determine outage scope.
 - Provide support to ensure critical systems are operational, if possible.
 - Reference *Building Emergency Guide*

Additional Considerations:

- Vaccine storage needs (Student Health Services)
- Dusty's Pantry – cold storage (Student Conduct & Community Engagement)
- Dining hall – cold storage (Aramark)
- Faculty Research (e.g., fish lab, -70°F freezers, animal care/needs)
- Scheduled events
- Campus residents (especially those who cannot relocate)
- Outdoor temperatures (current vs. forecast)

B. Appendix 13.2 – Natural Gas Leak

Natural gas is supplied to several buildings on campus (see list). Natural gas is odorless and colorless in its pure form. Because natural gas has no odor, mercaptan, a chemical that produces a distinctive odor, like rotten eggs, is added. Because natural gas is so easily ignited by heat, sparks, and/or flames, it is important that a gas leak be reported immediately.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's gas leak procedures.

1. TAMIU PD

- Immediately notify Physical Plant, if not contacted already

2. Physical Plant

- Determine natural gas source.
- Locate shut off valve and secure the area.
- Contact local natural gas provider to assist in repairs, if needed.

3. Environmental Health and Safety

- Determine impact to university and provide support and guidance.

B. PROCEDURES

- Notify TAMIU PD and Physical Plant.
- Upon notification, EHS, Physical Plant, and UPD will investigate. A decision will be made to evacuate or stay in place.
- Prevent sources of ignition – do not activate fire alarm as a means of evacuating a building (i.e., cigarettes, or electrical equipment).
- Ventilate the area
- Gas company will reactivate service once safe to do so
- Do not re-enter the area until cleared by TAMIU PD.

C. Appendix 13.3 – Telecommunication Failure

Emergency situations causing telecommunications failure can be the result of a variety of incidents from a simple power outage to a major hurricane. In the event of an emergency whereby the campus network becomes inoperable, TAMIU may rely upon two-way radios and/or cellular telephones. There are no free-standing emergency telephones on the TAMIU campus.

The TAMIU PD has the capability to communicate by radio with the Laredo Police Department, the Laredo Fire Department, and the Webb County Sheriff's Office, the Texas Department of Public Safety, and other nearby emergency service agencies.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's telecom failure emergency procedures.

1. TAMIU PD

- If dispatch services are interrupted, notify the Office of Information Technology (OIT) and Physical Plant, if needed.
- If OIT personnel are not available, the TAMIU PD Dispatcher should contact the local service provider.
- Review alternate communication network and establish provision for contacting UPD/911 in case of emergency.

2. Office of Information Technology

- Evaluate the problem to determine if it is an onsite failure or service provider failure.
- Contact Telecommunications Company to determine the University's options.
- OIT should follow internal disaster response plan.
- Provide updates to VPFA.

B. PROCEDURES (all personnel)

- Notify Office of Information Technology.
- Check other methods of communication that could normally be used instead of the telephone, such as cellular phones or electronic mail.

D. Appendix 13.4 – Water Disruption (Supply or Quality)

Water disruption may be a result of an on-campus problem or a problem off campus with the water utility provider. Prolonged water outage may result in a suspension of campus activities until the water supply can be restored because of obvious public health and safety concerns. Also, any interruption to the water quality (e.g., chemical imbalance, improper treatment), may also result in a disruption to the potable water supply in which users may be required to boil any water before consumption.

A. RESPONSIBILITIES

In addition to the responsibilities as outlined previously in this Plan, additional responsibilities apply to TAMIU's water outage emergency procedures.

1. TAMIU PD

- Notify Physical Plant.

2. Physical Plant

- Notify Core Team
- Physical Plant will implement internal response procedures.
- If the water outage is campus wide, work with the local water supply company to determine the extent of the problem and determine the expected time to correct the problem and get the water back online.
- Make recommendation to VP of Finance and Administration to activate EMT or initiate campus closure if necessary.

3. Environmental Health & Safety

- Determine appropriate next steps for the health and safety of the campus community.

B. PROCEDURES (Water outage)

- Notify TAMIU Physical Plant

Decision Matrix:

Note: the following are recommended actions dictated by a generalized water disruption.

			Disruption Duration (anticipated or actual)			
			< 8 hours	8 to <24 hrs.	24 to <72 hrs.	> 72 hrs.
Area Affected/ Impacted	Floor	Residential	1	2	2	2
		Non-Res	1	1	1	1
	Building	Residential	1	2	2	3
		Non-Res	1	2	3	3
	Campus	--	3	4	4	4

1. Communicate to occupants and other affected individuals. Inform occupants to use other available facilities. Consider relocating classes if necessary (especially if impacting labs with emergency rinsing equipment).
2. Communicate to occupants and other affected individuals. Arrange for individuals to use restroom and other washing facilities in alternate campus facilities (e.g., REC). Implement alternative cooking provisions¹.
3. Communicate to occupants and other affected individuals. Consider providing supplementary on-site washing facilities (e.g., portable toilets, standalone handwashing stations, shower trailer, etc.) Implement alternative cooking provisions¹.
4. Communicate to occupants and other affected individuals. Relocate all affected classes. Consider alternate working locations for affected employees. Implement alternative cooking provisions¹.

1 – If affecting dining facilities, and if residential properties unaffected.

E. Appendix 13.5 – Cyber Attack

A. Responsibilities

1. OIT

§ Follow internal procedures.

Appendix 14 –Off Campus Activities

A. Appendix 14.1 –Student Travel Emergency Action Plan (STEAP)

Texas A&M International University (TAMIU) is committed to encouraging participants to engage in approved travel opportunities (domestic and/or international) that are enriching academically, personally and professionally. The health, safety and well-being of all participants travelling is of the upmost importance. TAMIU has a Student Travel Emergency Action Plan (STEAP) that provides a framework for contingency planning and defines the communication network to be used in an emergency.

The STEAP covers a range of emergency situations, including, but limited to, medical emergencies and evacuation, family crises, accidents and injuries, physical and sexual assaults, natural and environmental hazards, civil unrest and political uprisings, and country evacuations.

Key members of the STEAP team are:

- Vice President for Enrollment Management/Designee
- Vice-President for Finance and Administration/Designee
- Associate Vice-President for Enrollment Management/Designee
- Director of Compliance/Designee
- Chief of Police/Designee
- Director, Environmental Health and Safety/Designee
- Director, Public Relations, Marketing and Information Services/Designee
- Provost and Vice President for Academic Affairs/Designee
- Director of International Engagement/Designee (when necessary)
- Director, Title IX and Civil Rights Compliance
- (when necessary)
- Legal Counsel (when necessary)

A. Emergency Contact Information

TAMIU PD is to be notified in case of an emergency. Students, faculty, and family can call TAMIU PD to report an emergency at (956) 326-2911. Upon receiving a phone call, TAMIU PD will take down information as requested in the Emergency Notification Report.

If the emergency is a sexual assault, stalking, sexual exploitation, dating or domestic violence offense ensure that the victim wants law enforcement involvement before contacting TAMIU PD, there is a separate protocol if the victim does not want law enforcement involvement.

***For sexual misconduct such as sexual assault, sexual exploitation, stalking, domestic violence, and dating violence, TAMIU PD may not be the appropriate first point of contact. In accordance with the Violence Against Women Act, the victim of the sexual misconduct has the right to decide whether to contact US law enforcement. TAMIU PD should only be the first call if the victim has clearly stated that he/she would like US law enforcement to be contacted. If the victim does not want US law enforcement to be contacted, the first point of contact should be the [TAMIU Title IX Coordinator](#).

Travel Emergency Contacts

TAMIU PD - (956) 326-2911***

***Sexual Misconduct - Title IX
Coordinator
(See Above)

B. International Travel

In addition to the responsibilities as outlined previously in this Plan, the STEAP team will help process information, develop contingency plans, coordinate logistics, provide financial, administrative, and medical advice, communicate with students, parents, family, etc. and when needed, communicate with the U.S. Embassy, host University, and/or host country government.

The Office of International Engagement (OIE) will house the following information for study abroad programs, and organizing departments should forward the following information to OIE:

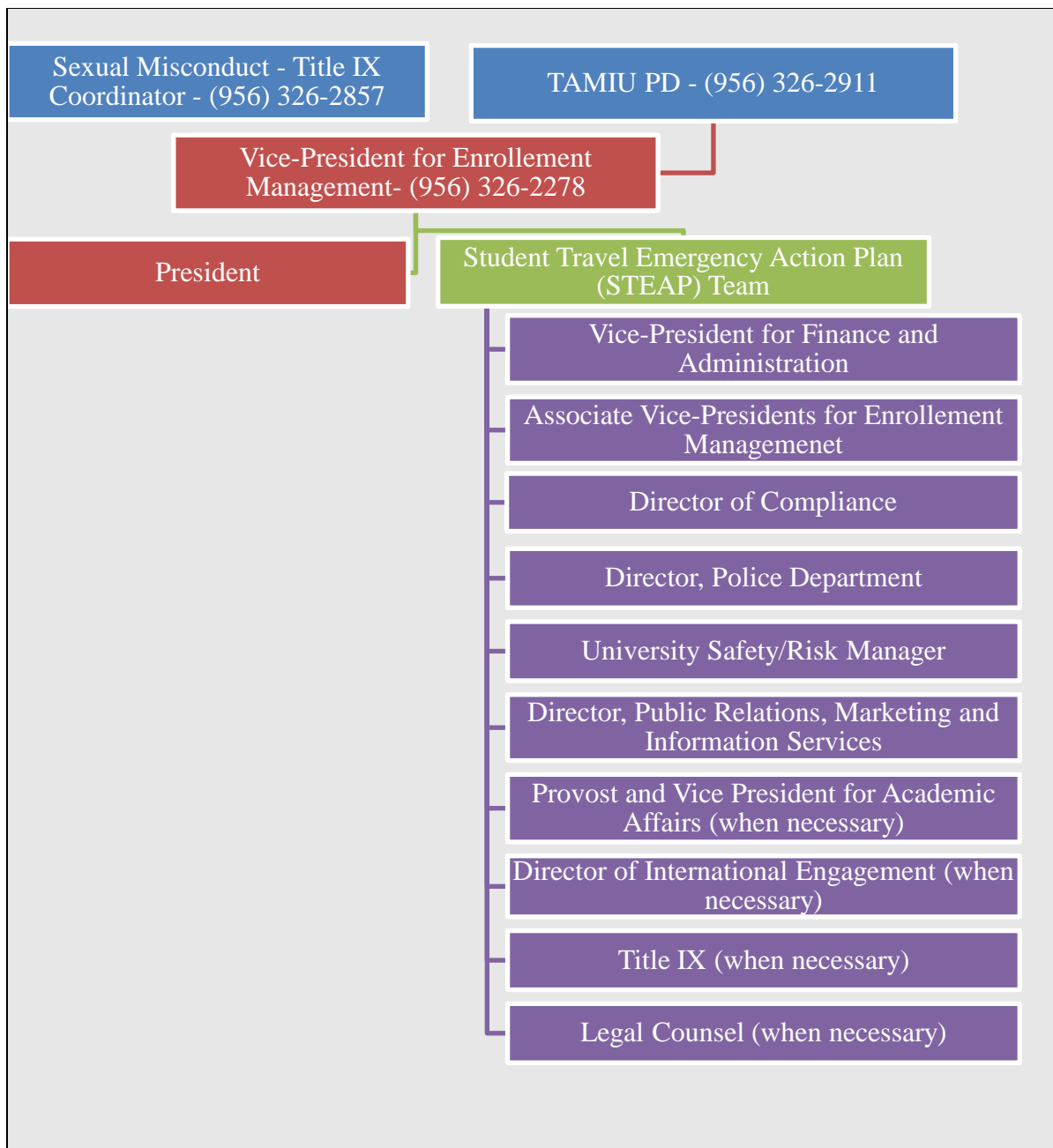
- Roster of all students and their US addresses
- Copy of passport
- Names of students with special medical needs
- Abroad addresses for students/faculty and phone numbers
- Local emergency contacts
- Waiver, Indemnification, and Medical Treatment Authorization Form
- Insurance cards
- Flight itinerary/program details

C. Procedures

The STEAP team when determining a response to a critical emergency uses the checklist below. Emergencies include, but are not limited to, physical injury or illness, participant fatality, missing student, robbery or mugging of a student, sexual assault, arrest of a student, large-scale crisis, or if a decision is made to suspend or evacuate a program. The following checklist is not exhaustive, and determination by the team may deem a further response or alteration following the initial assessment.

- The Abroad Program Administrator (APA) will evaluate the student's situation and assist as necessary. APAs include TAMIU faculty/staff or third-party affiliate leading the international program.
- Student or APA will contact TAMIU PD for notification of emergency.
 - ***For sexual misconduct such as sexual assault, sexual exploitation, stalking, domestic violence, and dating violence, TAMIU PD may not be the appropriate first point of contact. If the victim does not want US law enforcement to be contacted, the first point of contact should be the TAMIU Title IX Coordinator. Then, TAMIU's Title IX process will commence.
- The STEAP will assess the situation and communicate a plan of action with student(s), faculty, staff and/or others as necessary.

Activation of the STEAP team follows the organization chart below:



**TEXAS A&M INTERNATIONAL UNIVERSITY
STUDENT TRAVEL EMERGENCY ACTION PLAN
EMERGENCY NOTIFICATION REPORT**

CONTACT PERSON:

Name of Caller Making Report: _____

Classification: ___ Student ___ Faculty/Staff Member ___ Host Institution ___ Other (_____)

Contact Phone Number: (011) () () () Date/Time of Report: _____

(011) (country code) (city code) (number)

PARTICIPANT(S) INVOLVED:

Participant's Name(s): _____

ID/UIN Number: _____ If Student, Classification: ___Fr ___So ___Jr ___Sr ___Gr

Purpose of Travel: _____

CRITICAL INCIDENT BACKGROUND INFORMATION:

Location: _____ (City) _____ (Country) _____

Date of Incident: _____ Time: _____ Place to Contact: _____

Individual to Contact: _____

Nature of Incident:

___ Injury (specify) _____	___ Stalking	___ Accidental Death
___ Hospitalization	___ Physical Assault/Mugging	___ Infectious Disease
___ Riot	___ Hostage	___ Suicide/Attempt
___ Sexual Assault	___ Drug/Alcohol Overdose	___ Missing Student
___ Other: _____	___ Natural Hazard	___ Mental Health Crisis

Details of Incident: Describe what happened. Limit your observations to facts. Be sure to include witnesses, emergency personnel contacted, who helped with the situation, anyone else affected by the incident, student injuries, etc. _____

Report taken by:

_____	_____	_____
Name	Date	Time

STUDENT TRAVEL EMERGENCY ACTION PLAN IMPORTANT EMERGENCY PHONE NUMBERS

TAMIU 24-hour emergency phone number: 956.326.2911

TAMIU Director, Title IX and Civil Rights Compliance: 956.326.2857

CISI Worldwide (student insurance/emergency assistance, 24-hour contact):
From US/Canada: 1.800.303.8120

All students participating in university related international travel must purchase insurance.

Website: www.culturalinsurance.com

Additional US Embassy or Consulate information for the visiting region can be found at the website below:

Website: <http://www.usembassy.gov/>

In case of death of an American citizen abroad, arrest/detention of an American citizen abroad, robbery of an American citizen abroad, American citizens missing abroad, crisis abroad involving American citizens, contact the following numbers below.

Travelers may also obtain up-to-date information on security conditions at the Travel Safety Call Center which may be reached at the following numbers below.

US Department of State Switchboard: 202.647.4000
(call this number and ask for country desk)

Overseas Citizen Services:	317.472.2328 or +1.202.501.4444
After Hours Duty Officer	202.647.4000
(Within US/Canada only:	1.888.407.4747)

The US Department of State shares credible threat information through its consular information program documents, available at the website below:

Website: <http://travel.state.gov>

B. Appendix 14.2 –University Sponsored Events

For emergency situations during off-campus University sponsored events, see procedures for the specific crisis.

Appendix 15– Continuity of Operations Plan (COOP)

A. Record of Changes

Section	Date of Change	Changed by	Description
All	11/1/2018	Adrian Dominguez	Change Core Team to CPMT
Org Chart	11/29/18	Adrian Dominguez	Updated Org Chart
All	1/5/2020	Adrian Dominguez	Update
Org Chart	4/7/2021	Adrian Dominguez	Updated Org Chart and EOC Locations
All	12/14/2023	Jessica Perez	Updated Personnel Titles

B. Promulgation Statement

This Continuity of Operations (COOP) Plan is a reference to how Texas A&M International University operates and resumes normal functions following an incident which disrupts or incapacitates operations and/or requires the relocations of select personnel and functions. This plan is written in support of the Emergency Operations Plan (EOP) and shall be considered an interactive support document to the EOP.

C. Confidentiality Statement

All university specific information embodied in this continuity of operations plan is strictly confidential and provided with the understanding that this information will be held confidentially and not disclosed to third parties outside of the Texas A&M University System or the State of Texas.

The TAMIU Office of Environmental Health & Safety is responsible for any distribution of the continuity plan. Copies of the plan may be distributed at their discretion and may include other organizations as necessary to promote information sharing and facilitate a coordinated inter-organization continuity effort.

D. Record of Distribution

Date of Delivery	No. of Copies Delivered	Method of Delivery	Name, Title, and Organization of Receiver
April 2021	N/A	UConnect	Dr. Pablo Arenaz
April 2021	N/A	UConnect	Mr. Juan Castillo, VP for Finance and Administration/CFO

October 2021	N/A	Posted Online	Added and Available as an Appendix on EOP
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E. Approvals

This continuity of operations plan (COOP) applies to the functions, operations, and resources necessary to ensure the continuation of Texas A&M International University's essential functions in the event that normal operations are disrupted or threatened with disruption. This plan applies to all TAMIU personnel to include third party contractors; all should be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

Key university personnel who are defined under this plan are collectively known as the Contingency Management Planning Team (CMPT). Upon plan activation, these members will respond and may be required to deploy to one or more of the predetermined locations. Upon notification, the CPMT will establish operational capability and initiate essential functions from the time of the activation of the continuity plan, until normal operations can be resumed.

F. Purpose, Scope, Situations, and Assumptions

1. Purpose

Texas A&M International University (TAMIU), a Member of the Texas A&M University System, prepares students for leadership roles in their chosen profession in an increasingly complex, culturally diverse state, national, and global society. Texas A&M International provides students with a learning environment anchored by the highest quality programs built on a solid academic foundation in the arts and sciences. To fulfill its mission, the university offers a range of baccalaureate and master's programs and the doctor of philosophy degree in international business administration. In addition to offering excellent undergraduate and graduate programs, the university pursues a progressive agenda for global study and understanding across all disciplines.

Through instruction, faculty and student research, and public service, Texas A&M International University embodies a strategic point of delivery for well-defined programs and services that improve the quality of life for citizens of the border region, the State of Texas, and national and international communities.

The overall purpose of continuity planning is to ensure the continuity of the essential functions under all conditions. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and military or terrorist attack-related incidents, have increased the need for viable continuity capabilities and plans that enable organizations to continue their essential functions in an all-hazards environment and across a spectrum of emergencies. These conditions, coupled with the potential for terrorists' use of weapons of mass destruction, have increased the importance of having continuity programs that ensure continuity of essential functions across all levels of government.

2. Scope

This continuity plan applies to the functions, operations, and resources necessary to ensure the continuation of Texas A&M International University's (TAMIU) essential functions if normal operations are disrupted or threatened with disruption. This plan applies to all personnel at

TAMIU; faculty and staff should be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

This document ensures the university can conduct its essential missions and functions under all threats and conditions, with or without warning.

3. Situation Overview

Continuity planning should assume that organizations will not receive warning of an impending emergency. As a result, a risk assessment is essential to continuity planning. Risk-specific appendices that address the results of the TAMIU risk assessment are found later in the plan.

This assessment will be stored and maintained by Texas A&M International University's Office of Environmental Health & Safety. This risk assessment addresses the following:

1. Identification of potential hazards
2. A vulnerability assessment to determine the effects of all hazards
3. An analysis of implementing risk mitigation, prevention, or control measures
4. An analysis by management of acceptable risk
5. Sufficient levels of physical security required to protect against identified threats
6. Sufficient levels of information security required to protect against identified threats.

c. Planning Assumptions

This continuity plan is based on the following assumptions:

1. Emergencies or threatened emergencies can adversely impact the university's ability to continue essential functions and provide support to the day-to-day operations.
2. When an emergency occurs that impacts essential university functions, the university can implement the COOP.
3. An emergency condition may require the relocation of some staff members required to reestablish and maintain essential operations.
4. Communications capabilities, transportation, and other infrastructures will be sufficiently intact to allow for implementation of this plan.
5. University personnel, federal, state, local, private, and other resources will be available as necessary to continue essential functions.
6. Recovery of a critical subset of university functions and applications systems will occur and allow essential operations to continue.
7. A disaster may require students, faculty, staff, and any others to function with limited support services and degradation of service, until a full recovery is made.
8. An EOP (EOP) is written and maintained separate of the continuity of operations plan.
9. A Disaster Recovery Plan is written and maintained separately of the continuity of operations plan.
10. This Continuity of Operations Plan (COOP) is part of the comprehensive emergency management (CEM) program.

d. Objectives

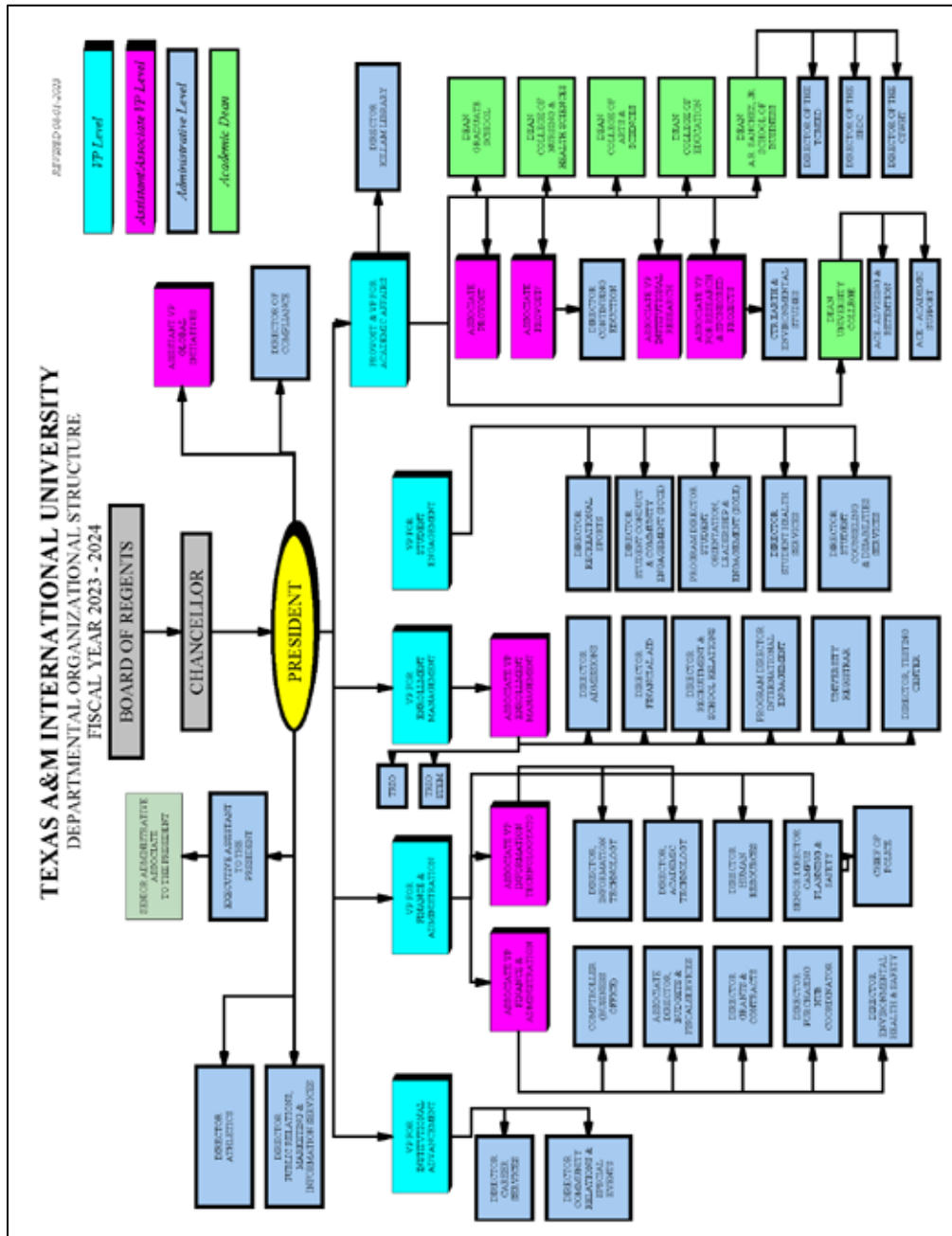
The university continuity objectives are listed below:

1. Provide a coordinated effort of all business and academic units to prepare for an emergency.

2. To ensure that the organization can perform its essential functions under adverse circumstances.
3. To be able to follow the predefined order of succession.
4. Reducing or mitigating disruptions to operations.
5. Ensuring there are facilities from where organizations can perform essential functions.
6. Protecting personnel, facilities, equipment, records, and other assets vital to the performance of essential functions in the event of a disruption.
7. Achieving the organization's timely and orderly recovery and reconstitution from an emergency.
8. Ensuring and validating continuity readiness through a continuity test, training, and exercise (TT&E) program.

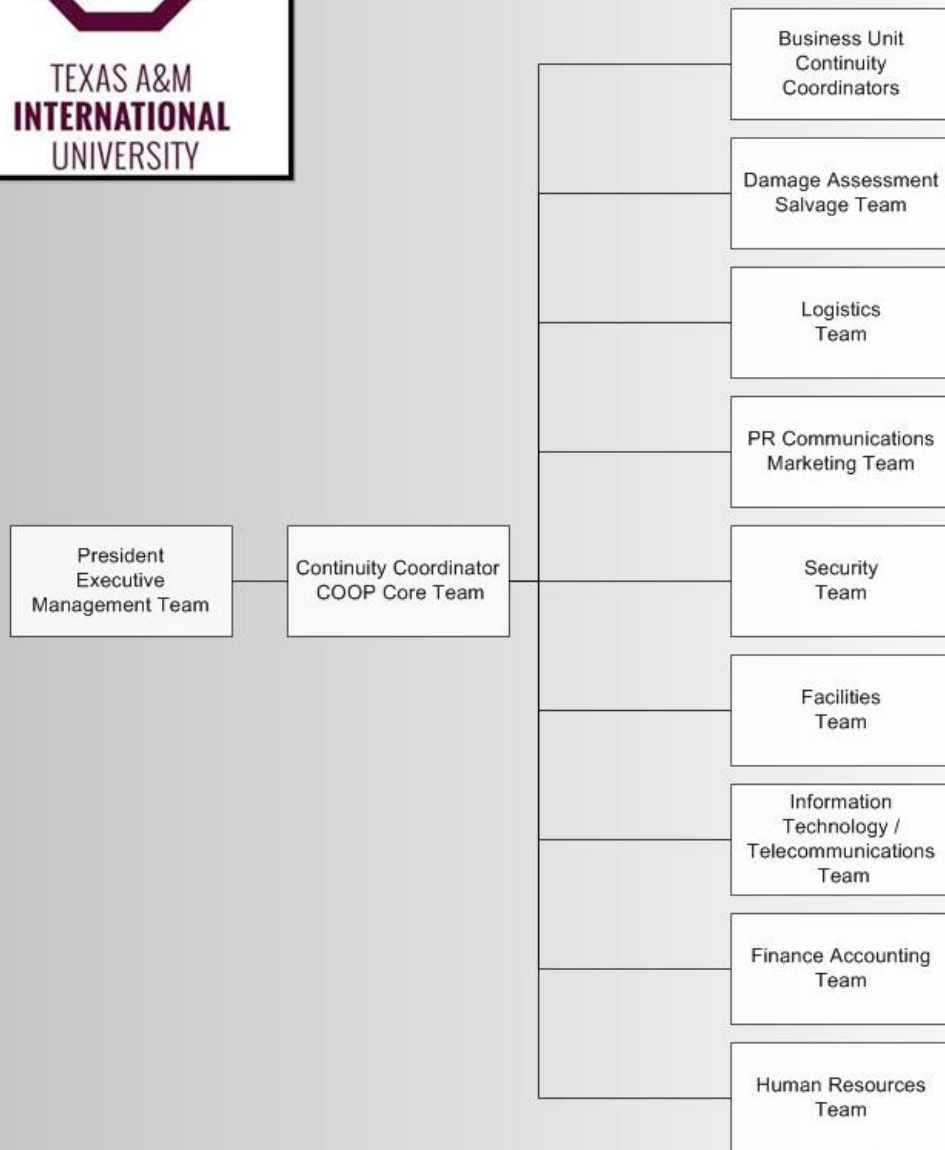
G. Continuity of Operations Plan

1. Continuity Team Descriptions and Organizational Chart





TEXAS A&M INTERNATIONAL UNIVERSITY- CONTINUITY OF OPERATIONS TEAM



e. **Continuity Teams and Responsibilities**

Executive Management Team

Description: The Executive Management Team consists of senior management of the University; each member should have an appointed alternate. This team obligates funds and makes decisions on behalf of the organization. Responsible for the overall direction, decision-making, and approvals required to implement the continuity of operations plan. This team would make final decisions and approve budgets for risk mitigation. The COOP can generally be activated only by the Executive Management Team, especially if a commercial vendor charges a declaration fee upon disaster notification. This team also has overall responsibility for the management of business operations.

Team Members: President, Provost/VPAA, VPFA/CFO, VPIA, VPEM, VPSE

Continuity Coordinator (CC)

Description: The Continuity Coordinator is responsible for assisting in the activation of the continuity of operations plan to include leading all CPMT team efforts. The CC coordinates all COOP activities and reports to the Executive Management Team. Responsible for ensuring the plan is updated and maintained. The CC may have specific tasks and areas of responsibility related to the overall implementation of the COOP. Because of his or her responsibilities, the CC will become the most knowledgeable person in the details of the COOP. This position is designated to provide emergency notification to the alternate site and offsite storage facilities.

Continuity Coordinator: Environmental Health and Safety Director

COOP Contingency Management Planning Team (CPMT)

Description: The COOP CPMT Team is responsible for assisting the Environmental Health & Safety Office in development, maintenance, execution, and testing of the COOP Plan. This team will finalize the overall priorities and processes for the University; to include defining the essential functions. The CPMT team will define the team members who are required to fully execute and test the COOP Plan, and will maintain the COOP Call List. Refer to APPENDIX 1 – TEAM CALL LIST.

Team Members: President, VP for Finance and Administration, VP for Student Engagement, VP for Academic Affairs/Provost, VP for Institutional Advancement, Environmental Health and Safety Director, Director of UPD, AVPIT/CIO, Director of HR

Divisional Continuity Coordinators

Description: The Divisional Continuity Coordinators are responsible for guiding the departments, within their unit, through the COOP process. They will perform an overall analysis and set priorities for the division. This person is responsible for ensuring each department within the division has a COOP plan that defines essential functions and how those functions will be executed during an event. They will lead their team through identifying and prioritizing essential resources. They will ensure documentation is maintained and processes are tested.

The Divisional Continuity Coordinator will act as the primary contact and lead for their division during any COOP event. Divisional Continuity Coordinators will include:

- Determining the scope and impact of the incident on their operations
- Prioritizing and implementing continuity and recovery operations
- Managing and directing the activities of division personnel involved in continuity operations.
- Providing Status Reports to the Continuity CPMT Team
- Requesting resources and equipment needed to continue essential functions.
- Applying lessons learned from any event to improve the COOP Plan following reconstitution.

Team Members: VP of Student Engagement, VP of Enrollment Management, VP of Finance and Administration/CFO, VP for Academic Affairs/Provost, VP of Institutional Advancement, President

Damage Assessment /Salvage Team

Description: The Damage Assessment /Salvage Team is responsible for the damage assessment of the University's location, equipment, hardware, and furnishings and identifying assets that can be removed from the site and salvaged through repairs, refurbishing, or cleaning for re-use. The Damage Assessment/Salvage Team will document their observations and provide a briefing to the Executive Management Team so key decisions can be made. This team works with the Facilities/Security Team (below) to verify if the building can be occupied after the disaster. After damage assessment is completed, this team will also be responsible for coordinating salvage operations as required. The Damage Assessment team is formed as part of the Emergency Operations Plan (EOP).

Team Lead: Environmental Health and Safety Director

Team Members: VP for Finance and Administration/CFO, Director of University Police, Director of Facilities, EH&S Director, AVPIT/CIO

Logistics Team

Description: The Logistics Team is responsible for making emergency arrangements for Continuity Team personnel; transportation, lodging, dining, and sanitation during an event. In the event that a dorm is affected, they are required to ensure basic services are also provided for students as well. They should consider how basic needs will be met for clothing and hygiene immediately following a disaster. They are also responsible for ordering and ensuring the delivery of offsite storage items and delivering required supplies to the intended recipients. Logistics should also consider how to provide "shelter-in-place" options for all students/personnel/visitors.

Team Lead: *This team lead may change, depending upon the specifics of the incident.*

Team Members: Director of Housing and Residence Life, Director of Purchasing, Director of Facilities, AVP for Administration, Food Services Director, essential contract services.

PR/Communications/Marketing Team

Description: The PR/Communications/Marketing Team is responsible for all public relations, crisis communications and other essential communications (e.g. coordination with public authorities). This team is responsible for ensuring that critical marketing business functions are operational and providing customer support.

Team Lead: Director of Public Relations, Marketing, Information Services

Team Members: Associate Director of Public Relations, Marketing, Information Services and Director of Web

Security Team

Description: The Security Team is responsible for the physical security of the university. In a disaster, this team is also responsible for providing security to any alternate site if required. The security team will secure the affected area, control access to the University, crowd control to include controlling community unrest. University shall ensure that appropriate team members are NIMS compliant.

Team Lead: Director UPD

Team Members: Police Administration, Police Officers

Facilities Team

Description: The Facilities Team will work with the Executive Management Team in providing oversight for repairs and reconstruction of any damaged facility. They are responsible for providing and sustaining backup power during an incident by maintaining and testing generators. They will be responsible for any required debris cleanup and appropriate disposal.

Team Lead: AVP of Finance and Administration

Team Members: Director of Facilities, Assistant Director of Facilities, Director of Housing and Residence Life

IT/Telecommunications Team

Description: The IT/Telecommunications Team is responsible for restoring all essential computer systems and workstations. They must ensure the security of university data. They are responsible for the restoration and maintenance of all voice and data communications. This team is also responsible for ensuring telephones are operational at the alternate site. They will identify any additional risk mitigation associated with the defined essential functions; submit concept and budget to the executive management for consideration.

Team Lead: Associate Vice President of IT/CIO

Team Members: Director of Information Technology, Director of Academic Technology, Associate Director of Media Services, Executive Assistant

Finance/Accounting Team

Description: The Finance/Accounting Team is responsible for restoring all financial functions, including payroll, and ensuring that all essential accounting business functions are operational and accurate following an event. During the execution of the COOP, the finance team should prepare ROI models for risk mitigation, and present those to the Executive Management team for decision. They will be responsible for working with the Executive Management team to follow processes required for obtaining emergency grants and/or funding.

Team Lead: CFO

Team Members: Director of Budget, Payroll, and Fiscal Analysis, Comptroller, Director of Purchasing, Director of Grants and Contracts, Director of Student Financial Assistance

Human Resources Team

Description: The Human Resources Team is responsible for restoring all human resource functions. In a disaster, this team is responsible for responding to special needs of employees brought on as a result of the disaster to include worker's compensation, benefit issues, stress management, grief counseling, etc. This team will define the processes and procedures for personal to use alternate work locations in the case of an event. This team is also responsible for providing HR guidance for any event. Event topics that may be addressed by this team; additional staffing, work schedules and leave, employee assistance programs, special needs employees, and working remotely.

Team Lead: Director of Human Resources

Team Members: HR Specialist Benefits, HR Generalist, HR Specialist Immigration

Continuity Team Call List – Refer to APPENDIX 1

f. Risk Management

Development of risk mitigation options will reduce the overall risk of failure. After implementation of strategies, the University shall monitor whether the implemented risk management strategies achieve desired goals and objectives, and whether risks facing an organization are changing.

Defining the Risk

Defining the risk and performing a risk analysis is part of the Emergency Management Team. As a group the Emergency Management Team should define the risks for the university and record and score those in the assessment table. After scoring is complete the group should record existing and potential mitigation techniques. For new mitigation with sufficient cost, the finance team should determine the ROI and prepare proposals for the Executive Management Team's decision.

Assessment Table (Risks/Hazards)

Hazard Type:	FREQUENCY	MAGNITUDE	WARNING TIME	SEVERITY	RISK PRIORITY
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	High (14-16) Medium (7-13) Low (1-7)
NATURAL					
EARTHQUAKE	1	2	4	2	Medium
FLASH FLOODING	2	2	3	2	Medium
FLOODING (RIVER OR TIDAL)	1	1	1	1	Low
HURRICANE	2	2	1	2	Low
TORNADO	2	3	4	3	Medium
WILDFIRE	3	4	4	3	High
WINTER STORM	2	2	1	2	Low
PANDEMIC	3	3	1	3	Medium
HUMAN MADE					
CHEMICAL/HAZARDOUS MATERIALS	2	3	4	3	Medium
AIRBORNE/FOODBORNE PATHOGENS	2	2	4	2	Medium
FIRE	2	2	4	3	Medium
AIRPLANE CRASH	1	4	4	4	Medium
POWER OUTAGE	3	2	4	2	Medium
WATER OUTAGE	3	2	4	2	Medium
GAS LEAK	3	3	4	3	Medium
TELECOMMUNICATION FAILURE	1	2	4	2	Medium
MAIN ENTRANCE CLOSURE	2	2	4	2	Medium
ACCIDENTS (TRANSPORTATION)	3	2	4	2	Medium
ALCOHOL/DRUG OVERDOSE	3	3	4	2	Medium
MEDICAL EMERGENCY	3	3	4	3	Medium
MENTAL HEALTH CRISIS	3	3	4	3	Medium
MASS CONTAMINATION	2	2	4	2	Medium
SUICIDE	2	3	4	3	Medium
BOMB THREAT	2	2	4	3	Medium
CIVIL DISORDER	2	2	4	2	Medium
DEATH ON CAMPUS	1	2	4	3	Medium
EXPLOSION	2	3	4	4	Medium
HOSTAGE SITUATION (ARMED/BARRICADED SUSPECT)	1	3	4	3	Medium
CYBER ATTACK	2	2	4	3	Medium
KIDNAPPING/ABDUCTION	2	2	4	3	Medium
MISSING STUDENT	2	1	4	2	Medium
UNLAWFUL POSSESSION OF WEAPON ON CAMPUS	2	2	4	3	Medium
SEXUAL ASSAULT	2	2	4	3	Medium
SUSPICIOUS PACKAGE/DEVICE	2	2	4	2	Medium
TERRORISM	2	3	4	3	Medium
CAMPUS EVACUATION	2	3	4	2	Medium
ACTIVE SHOOTER	2	4	4	4	High
OFF CAMPUS ACTIVITIES	2	2	4	2	Medium
STUDY ABROAD INCIDENTS	2	2	4	2	Medium

Determine the Strategy

Actual strategy for each identified Risk.

Hazard Type:	RISK PRIORITY High (14-16) Medium (7-13) Low (1-7)	MITIGATION STRATEGY	RESPONSIBLE PARTY	BUDGET	NOTES
NATURAL					
EARTHQUAKE	Medium	Procure facility insurance (in place).	EH&S	In place	Insurance is procured
FLASH FLOODING	Medium	Procure facility insurance (in place).	EH&S	In place	Insurance is procured
FLOODING (RIVER OR TIDAL)	Low				
HURRICANE	Low				
TORNADO	Medium	Procure facility insurance (in place).	EH&S	In place	Insurance is procured
WILDFIRE	High	Procure facility insurance (in place). Maintain surrounding wild grass.		In place	Insurance is procured
WINTER STORM	Low				
PANDEMIC	Medium	Review and update pandemic plan located in Emergency Operations Plan. Follow guidance from local health dept. and CDC.	Emergency Management Team	N/A	TAMIU will seek guidance from Laredo Health Dept. or CDC
HUMAN MADE					
CHEMICAL/HAZARDOUS MATERIALS SPILL	Medium	Continue to train individuals working with hazmat. Maintain relationship with City of Laredo Fire Dept. hazmat unit.	EH&S, HR	Possible use of RAP fund	All labs have spill kits.
AIRBORNE/FOODBORNE PATHOGENS	Medium	Maintain required food handling certificates/training for restaurants.	EH&S, Aramark	N/A	Student orgs that would like to distribute food on campus, must complete food handler training.
FIRE	Medium	Continue conducting fire and life safety inspections. Implement recommendation from State Fire Marshal's office. Ensure fire protection systems are operational.	EH&S, SSC	In place	TAMIU has designated smoking areas and a no candle or open flame policy.
AIRPLANE CRASH	Medium	N/A	Various	N/A	
POWER OUTAGE	Medium	Maintain emergency generators.	SSC	In place	TAMIU has 9 generators throughout campus.
WATER OUTAGE	Medium	Depends on impact. If only one building is affected signs will be placed alerting individuals to use another building. If whole campus is	SSC, PRIMS, Police	N/A	TAMIU has closed campus in the past due to water outages.

		out, City of Laredo Utilities Dept. will be contacted. Possible campus closure notice via SafeZone.			
GAS LEAK	Medium	Maintain and service gas lines as needed. Identify main gas shut off valve.	SSC	In place	
TELECOMMUNICATION FAILURE	Medium	Pending	OIT		
MAIN ENTRANCE CLOSURE	Medium	Re-route to another entrance/exit.	Police	N/A	TAMIU now has a secondary entrance/exit.
ACCIDENTS (TRANSPORTATION)	Medium	Place appropriate traffic signs throughout campus.	SSC	As needed	Speed humps and other signs have been placed around campus.
ALCOHOL/DRUG OVERDOSE	Medium	Continue to provide students with information on drug/alcohol abuse.	Student Engagement		
MEDICAL EMERGENCY	Medium	Report medical emergencies immediately. Call 911	All	N/A	AED(s) are located throughout campus.
MENTAL HEALTH CRISIS	Medium	TAMIU has procedures outlined in the Emergency Operations Plan for a mental health crisis.	Counseling, HR, Student Engagement		TAMIU has a counseling center.
MASS CONTAMINATION	Medium	Depends on situation.	Various		
SUICIDE	Medium	Student counseling or employee assistance program.	Police, EMT, Counseling, HR	N/A	TAMIU has a counseling center. HR has third party employee assistance program.
BOMB THREAT	Medium	Procedures listed in emergency operation plan.	Police		
CIVIL DISORDER	Medium	Remain vigilant of potential threats. Report disturbances immediately to police.	Police		TAMIU has on campus police presence 24/7
DEATH ON CAMPUS	Medium		Police		
EXPLOSION	Medium	Maintain gas lines.	SSC	In place	
HOSTAGE SITUATION (ARMED/BARRICADED SUSPECT)	Medium	Maintain appropriate relationship/communication with Laredo Police/SWAT.	Police	N/A	TAMIU police has direct communication with other local first responders.
CYBER ATTACK	Medium	Pending	OIT		
KIDNAPPING/ ABDUCTION	Medium	Dependent on the situation. Study abroad cases may be different.	Police	N/A	
MISSING STUDENT	Medium	TAMIU has procedures listed in the Emergency Operation	Police, Student	N/A	

		Plan for missing student(s).	Engagement		
UNLAWFUL POSSESSION OF WEAPON ON CAMPUS	Medium	Place appropriate signs where conceal carry of firearms is prohibited.	Police		TAMIU has created a policy on weapons.
SEXUAL ASSAULT	Medium	Continue to offer training to both students and staff on Title IX, HAVEN, Safe Zone, etc..	Office of Compliance, Student Engagement	In place	Strong partnership between the Office of Compliance and Student Engagement
SUSPICIOUS PACKAGE/DEVICE	Medium	Contact police immediately	Police	N/A	
TERRORISM	Medium	Remain vigilant of possible threats. Dependent on scenario.	Police		
CAMPUS EVACUATION	Medium	Ensure SafeZone is operational.	OIT	In place	
ACTIVE SHOOTER	High	Continue to train employees and students on active shooter procedures.	H&S, Police	N/A	All employees are required to take the active shooter course "Shots Fired"
OFF CAMPUS ACTIVITIES	Medium	Depends on situation	Various		
STUDY ABROAD INCIDENTS	Medium	Maintain study abroad insurance. Continue pre-departure orientations.	EH&S, Office of International Engagement, Enrollment Management		All students participating in international travel are required to purchase insurance. TAMIU has created Student Emergency Travel Action Plan

g. Business Impact Analysis (BIA) and Essential Functions

Mandated and Critical Aspects of the Organization

The mandates for Texas A&M International University are as follows:

- Sustain the safety, welfare and health services of the university employees, students, and visitors.
- Continue housing and food services for those dependent on university resources.
- Preserve and protect critical data and assets.
- Deliver academic programs to students.
- Maintain critical business, finance, and infrastructure operations.
- Sustain critical research programs.
- Maintain external and internal communications.

Business Impact Analysis by Department

Process

Every Department at Texas A&M International University should:

- Determine its essential functions.
- Prioritize its essential functions.
- Determine single points of failure as risks for essential functions.
- Assess the impact of denied access to normal workspaces.
- Identify the resources necessary to continue essential functions at an alternate site.
- Determine its recovery priorities and interdependencies so that recovery time objective(s) and recovery point objective(s) can be set.

Outcomes

- A prioritized list of mission essential functions with specific risks for those functions.
- A list of all supporting equipment, personnel, and vital records necessary to perform essential functions.
- Procedures for return to operation after an interruption of business.

Definitions

Business Function – A separate, discrete function or process performed by a Business Unit. For example, the Accounting Business Unit in a smaller organization may include accounts payable and accounts receivable as Business Functions.

Essential Functions – Business Functions that are time-sensitive and must be restored first in the event of a disaster or interruption to avoid unacceptable financial or operational impacts to ensure the ability to protect the organization's assets, meet organizational needs, and satisfy regulations. These functions could cause a substantial service or operational disruption and/or a substantial financial loss to the University or have severe reputational consequences.

Supporting Functions – Business Functions that are routinely performed for business operations to run smoothly but are not critical to avoiding unacceptable financial loss, satisfy safety concerns or meet other organizational needs.

RTO – Recovery Time Objective; the duration of time by which a function must be resumed after a disaster, in order to avoid unacceptable consequences. RTO is an objective only; the time may reflect working in a diminished capacity. It may be acceptable to meet RTO by invoking manual workarounds.

RTO Tiers	
Tier I	Diminished Capacity in 24-72 hours - fully functional in 1 week <i>Note: Crisis Communications, to preserve Life and Safety, Protect Property to include Data</i>
Tier II	Diminished Capacity in 72 hours - fully functional in 2 weeks <i>Note: Quality of Life, IT Infrastructure & Base Systems, Utilities (power, water, internet), High Dollar Consequences ≥10K p/day, Compliance/Regulatory.</i>
Tier III	Diminished Capacity in 2 weeks – fully functional in 30 days <i>Note: Holding Classes, Student Accounting, Admissions Processing, Coordinating Board Reporting, State Reporting, Accounts Payable</i>
Tier IV	Over 30 days

RPO – Recovery Point Objective; establishes the pre-crisis period of acceptable information loss. This is the point in time for which data should be restored following a

disaster. This allows IT to determine system resources required for aligning with business needs and sets the backup schedule or replication requirements of a system.

RPO Tiers	
n/a	No data is stored
No Loss	No loss of data, this indicates data must be replicated at another site.
24 hours	When data is restored, the loss will not be more than 1 day. Revert back to a nightly backup
72 hours	When data is restored, the loss will not be more than 3 days. Data is not updated often.
1 week	When data is restored, the loss will not be more than 1 week. Data is not updated often.
1 month	When data is restored, the loss will not be more than 1 month. Data is rarely updated.

System Classes – Define which of the following classes apply to this system, more than one can be selected. Mission Critical (MC), Administrative (A) Financial (F), Grant/Contract (G), Research (R), Private/Confidential (P), HIPAA (H), PCI (PCI)

Identify Interdependencies (Internal and External to the Organization)
See Appendix 3 (Devolution Partners)

Define Restoration Objectives and Timeframes
See Appendix 3 (Recovery Time Objectives)

h. Concept of Operations

Activation

To ensure the ability to attain operational capability at continuity facilities and with minimal disruption to operations, the University will execute activation plans as described in the following sections.

Decision Process Matrix

Based on the type and severity of the emergency, the TAMIU Continuity Plan may be activated by one of the following methods:

1. The University President or a designated successor, may initiate the continuity plan activation for the entire organization, based on an emergency or threat directed at the organization.
2. The state governor, county executive or county commissioner, city mayor, or city administrator may initiate continuity activation.

Continuity Plan activation is a scenario-driven process that allows for flexible and scalable responses to the full spectrum of all-hazards/threats that could disrupt operations. **Continuity Plan activation will not be required for all emergencies or disruptions since other actions may be more appropriate.**

The decision to activate the TAMIU Continuity Plan and related actions will be tailored for the situation and based on projected or actual impact and whether there is warning. To support the decision-making process regarding plan activation, the EOC will use the decision matrix below to support that process.

Decision Matrix for Continuity Plan Implementation	
The decision considerations are the same regardless of the time of day. This is a 24x7 environment.	
Event with Warning	<ul style="list-style-type: none"> Is the threat aimed at the facility or surrounding area? What events are scheduled for the campus? Number of potential people affected by the situation. Is adequate shelter and facilities available for the number of people? What are the shelter options? Considerations for the severity of the threat. Are employees/students/visitors unsafe remaining in the facility and/or area? Can employees/students/visitors safely evacuate or travel to campus? What are the road conditions for travel to and from the campus? Has the City of Laredo given particular direction? Are the local school districts closing? Have other governing boards given response direction?
Event Without Warning	<ul style="list-style-type: none"> Is the facility affected? What activities were scheduled at the time of the event? Are personnel/students/visitors affected? Are they safely evacuated or are they sheltering-in-place? What are instructions from first responders? Is the City/State giving specific direction? What agencies are on Campus? How soon must the organization be operational? Do we have the results from the damage assessment?

As the decision authority, the university president will be kept informed of the threat environment using all available means, including the TAMIU Emergency Management Team; Director of University Police Department (UPD), VP for Finance and Administration, Director for Physical Plant, EH&S Director, Provost & VP for Academic Affairs, VP for Student Engagement, VP for Enrollment Management, CIO, Associate VP of Finance and Administration, Director of Public Relations, Information Services, Director of University Housing, and Director of Student Health Services. The university president will evaluate all available information relating to:

- Direction and guidance from higher authorities
- The health and safety of personnel/students/visitors
- The ability to execute essential functions
- Changes in threat advisories
- Intelligence reports
- The potential or actual effects on communications systems, information systems, facilities, and other vital equipment
- The expected duration of the emergency situation

Alert and Notification Procedures

The University maintains plans and procedures for communicating and coordinating activities with both students, personnel and visitors before, during, and after an event. These are documented and published in the Emergency Operations Plan.

Upon the decision to activate the Continuity Plan, the Continuity Coordinator will notify COOP team members, as well as affected and interdependent entities with information regarding continuity activation status, operational and communications status, and the anticipated duration of relocation. The Damage Assessment Team, deployed as part of the EOP will define the facilities affected and the degree of impact on each. This assessment will allow the Continuity Coordinator and the Executive Management Team to determine the next steps based upon the specific scenario.

Scenarios that should be considered in the planning of the COOP are:

- Single Facility Affected
- Multiple Facilities Affected
- Loss of Personnel/Students/Visitors
- Loss of IT or Data

Operation

Relocation Process

If relocation of services is deemed necessary, personnel will be notified. The Continuity Team will relocate to the required continuity facilities to perform the essential functions and other continuity-related tasks. For maps and directions to the continuity facility refer to APPENDIX 4 – MAPS TO ALTERNATE LOCATIONS.

Emergency procedures with or without a warning will be implemented as follows:

- Continuity Team, including advance team personnel, if applicable, will depart to the designated continuity facilities from the primary operating facility or current location using a combination of university owned, rented, or leased, and privately owned vehicles.
- At the time of notification, if available, updated information may be provided regarding safety precautions and alternate routes to use when leaving the primary operating facility.
- As Continuity Team arrives, the team lead will conduct in-processing to ensure accountability. Upon arrival at the continuity facility, the Continuity Team will:
 - Report immediately to their team lead for check-in and in-processing
 - Receive all applicable instructions and equipment
 - Retrieve pre-positioned information and activate specialized systems or equipment
 - Monitor the status of personnel and resources
 - Continue the university's essential functions
 - Prepare and disseminate instructions and reports, as required

Upon activation of the Continuity Plan, the university will continue to operate at its primary operating facility until ordered to cease operations by the

university president or chosen designee. The Executive Management team will determine which of the following locations will be activated.

Alternate Locations associated with Essential Functions

- Emergency Operations
 - Location 1 – UPD Conference Room
 - Location 2 – Physical Plant Conference Room H216
 - Location 3 – City of Laredo Main Fire Station #8
- Continuity Team
 - President’s Conference Room
- Information Technology
 - Off-Site Storage – Cloud Based

Emergency Operations Locations/Contacts

<i>EOC Location 1</i>	UPD Conference Room
<i>EOC Point of Contact</i>	Cordelia Perez, Director of University Police
<i>POC Phone Number</i>	956-326-2100

<i>EOC Location 2</i>	Physical Plant Conference Room H216 956-326-3250
<i>EOC Point of Contact</i>	Adrian Dominguez, Environmental Health and Safety Director
<i>POC Phone Number</i>	956-326-2756

<i>EOC Location 3</i>	City of Laredo, Main Fire Station #8, Fire Department Administrative Center 510 East Delmar Blvd, Laredo, TX 78041
<i>EOC Point of Contact</i>	Chief Guillermo Heard
<i>POC Phone Number</i>	Main Fire Station: 956-718-6000 During an event a number will be generated and distributed for that event.

<i>Continuity Team Location 1</i>	President’s Conference Room Killam Library Room KL270
<i>EOC Point of Contact</i>	Kathy Casares
<i>POC Phone Number</i>	Kathy Casares 956-326-2320

<i>Continuity Team Location 2</i>	
<i>EOC Point of Contact</i>	
<i>POC Phone Number</i>	

<i>IT Offsite Storage</i>	Cloud Based
<i>Offsite Storage POC</i>	Miguel Munoa
<i>Contact Phone Number</i>	IT Dept. 956-326-2301 Campus UPD 956-326-2100

Team Task List

Each COOP team will have responsibilities to perform in the event of a disaster. Having an action list of items to be performed is essential to ensuring readiness. The team lead is to consider the responsibilities of each team and define a preliminary list of actions to be performed. The team lead will then have sessions with the team to review and finalize the list. Considering the tasks to be performed, each team will need to define and record the minimal resources that are required to perform those tasks. A list of resources should be compiled; resources should include items and the number of those items required. Example items are: meeting rooms, phones, personal computers, office supplies, conference numbers, televisions, and radios. **Refer to APPENDIX 5 – TEAM TASK & RESOURCE LISTS**

i. Reconstitution Operations

After receiving approval from, but not limited to, the appropriate State and local law enforcement and or emergency services, the Damage Assessment/Salvage Team in conjunction with the Executive Management Team will declare when it is safe for teams to return to the affected area. At that time, the Damage Assessment/Salvage Team will initiate and coordinate operations to salvage, restore, and begin recovery operations.

The university president is responsible for leading reconstitution efforts and is the key decisionmaker.

Reconstitution will commence when the university president or other authorized person ascertains that the emergency has ended and is unlikely to reoccur. Once the president has made this determination in coordination with other state, local and/or other applicable authorities, one or a combination of the following options may be implemented, depending on the situation:

- Continue to operate from the continuity facility
- Reconstitute the Texas A&M International University campus and begin an orderly return to the facility
- Begin to reconstitute operations in another facility or at another designated location
- Contact TAMUS Risk Management Office
 - Charles Longoria
Office: 979-458-6330
Cell: 956-522-2881
- Restoration Services Company
Cotton Companies www.cottoncompanies.com Robert Tucker
Office: 877-511-2962 Cell: 281-979-6054

Before relocating to the primary operating facility or another facility, the Damage Assessment / Salvage Team will conduct appropriate security, safety, and health assessments to determine building suitability. In addition, the CIO will verify that all systems, communications, and other required capabilities are available and operational, and that the university is fully capable of accomplishing all essential functions and operations at the new or restored primary operating facility.

Upon a final approval by the university president, or other authorized person, that the affected location can be reoccupied or that operations will be reestablished in a different facility:

- The Continuity Coordinator or other authorized individual should notify the Executive Management Team and other applicable operations centers with information regarding continuity activation status, the continuity facility, operational and communication status, and anticipated duration of relocation.
- The Continuity Coordinator or designee will define which alternate location will be needed.
- The Disaster Assessment Team will notify all teams that the emergency or threat of emergency has passed and the Reconstitution plan can commence.
- The Logistics Team will coordinate with the applicable facility management group to obtain office space for reconstitution, if the primary operating facility is uninhabitable.
- The Facilities Team will develop space allocation and facility requirements.
- Should the University decide to repair the facility, the Facilities team has the responsibility of supervising the repair process and should notify the Executive Management Team of the status of repairs, including estimates of when the repairs will be completed.
- The Human Resources Team will develop procedures, as necessary, for restructuring staff.
- The departmental lead will represent their department in the reconstitution effort. They will keep departmental personnel updated on developments and coordination of effort. The Divisional Continuity Coordinator will identify the departments impacted and confirm departmental reconstitution point-of-contacts (POC) following the Continuity Plan activation.

Upon verification that the required capabilities are available and operational and that the university is fully capable of accomplishing all essential functions and operations at the new or restored facility, the Human Resources Team and Logistics Team will begin supervising a return of personnel, equipment, and documents to the primary operating facility or a move to a temporary or new permanent primary operating facility. A phase-down and return of personnel, functions, and equipment will follow an essential function priority-based plan and schedule developed specifically for that incident.

j. Deactivation and Return to Normal Levels

The university will continue to operate at its continuity facility until ordered to cease operations by the university president or designee. At that time, essential functions will transfer to the primary operating facility. The Communications Team shall

disseminate information to the university community upon notice to resume normal operations.

IT shall effectively transition or recover essential records, as well as other data and systems that had not been designated as essential. IT will develop a transition and recovery plan based on the incident and facility and the system priorities defined by the COOP.

When the Continuity Team, equipment, and documents are in place at the new or restored primary operating facility, the remaining university staff at the continuity facility or devolution site will transfer essential functions, cease operations, and deploy to the new or restored primary operating facility. The Logistics Team will oversee the orderly transition from the continuity facility of all TAMIU functions, personnel, equipment, and records to a new or restored primary operating facility. The Director of Human Resources will develop a process for receiving and processing employee claims during the continuity event, including processing human resources claims (such as, workers' compensation, compensation for injuries, overtime pay, etc.). The appropriate team should be contacted in regards to replacing lost or broken equipment (such as IT for computer related equipment and SCC for installation of furniture).

The university will conduct an After Action Review (AAR) once back in the primary operating facility or in a new primary operating facility. The Continuity Coordinator is responsible for initiating and completing the AAR and all offices within TAMIU will have the opportunity to provide input to the report. The AAR will address the effectiveness of the continuity plans and procedures, identify areas for improvement, and then develop a remedial action plan as soon as possible after the reconstitution. The Continuity Coordinator is responsible for documenting areas for improvement. In addition, the AAR will identify which, if any, records were affected by the incident, and will work with Chief Information Officer (CIO) to ensure an effective transition or recovery of essential records and databases and other records that had not been designated as essential records. AAR documentation is maintained by the Office of Environmental Health and Safety.

Direction, Control, and Coordination

During activation of the continuity plan, the university president maintains responsibility for control and direction of the university. Should the university president become unavailable or incapacitated; the organization will follow the order of succession and delegations of authority.

k. Communications

If a situation arises, either on- or off-campus, that, in the judgment of TAMIU Executive Management, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Upon approval of the Incident Commander or designee, the warning will be issued by the Director of Public Relations, Marketing and Information Services or the Director of University Police. Timely warnings may be distributed through a combination of the following venues:

- **SafeZone:** A mass notification system that alerts subscribers via text message or push notification in the event of a campus emergency or closure.
- **Email:** All employees and students may receive notification via TAMIU email account.
- **Mass Notification System:** Messages can be released throughout campus via intercom systems or outside loud speakers.
- **Other social networking media:** TAMIU Webpage, Instagram, Facebook, and twitter may be used to inform the public.
- **Local Residence Halls Association TV Channel 50:** An Office of Housing and Residence Life controlled channel with campus wide emergency broadcast capabilities.

1. **Acquisition of Resources**

The university budgets for and acquires those resources and capabilities essential to continuity operations. A copy of the continuity budget is found in the **Office of Budget, Payroll, and Fiscal Analysis (Killam Library 160)**.

Emergency Acquisition

1. The reason for the emergency purchase, explaining what the emergency is and what caused it.
2. The financial or operational damage that will occur if needs are not satisfied immediately.

The university will follow normal purchasing protocols if there is sufficient time to get bids. The University may use p- cards to make purchases or if systems are available can also issue requisitions for needed items.

m. **Succession Order**

Reference [Line of Succession](#) under section [VII. Direction and Control](#).

n. **Human Resources Considerations**

The continuity program incorporates existing organization-specific guidance and direction for human resources management, including guidance on pay, leave/time off, work scheduling, benefits, telework, hiring, authorities, and flexibility. Some of the key items to consider are:

- Additional Staffing
- Special Needs Employees
- Telework
- Benefits
- Pay
- System Employee Counseling Program

The **Human Resources Team** is tasked with updating the Human Resources Plan and communicating any changes to the Executive Management Team for approval. **Please refer to HR plan for further information. HR Plan may be found in Appendix 7.**

o. Test, Training, and Exercise (TT&E) Program

The university will establish an effective TT&E program to support the organization's preparedness and validate the continuity capabilities, program, and ability to perform essential functions during any emergency. The testing, training, and exercising of continuity capabilities is essential to demonstrating, assessing, and improving the University's ability to execute the continuity program, plans, and procedures.

- Training familiarizes Continuity Team with their roles and responsibilities in support of the performance of an organization's essential functions during a continuity event.
- Tests and exercises serve to assess, validate, or identify for subsequent correction, all components of continuity plans, policies, procedures, systems, and facilities used in response to a continuity event. Periodic testing also ensures that equipment and procedures are kept in a constant state of readiness.
- Training Scenarios:
 - **One or more facilities are affected** - Example a fire or tornado could significantly impact all departments within 1 or multiple buildings.
 - **Loss of personnel for an extended period** – a department or division is unable to maintain operations at normal capacity due to infectious illness or chemical release. The solution may be to reduce services.
 - **Loss of System(s) or Data** – alternative or manual processes may need to be defined and documented for the departments that are impacted.
- Documentation for TT&E should include meeting minutes, work sheets, before & after task lists, etc.... (NOTE: Documentation must be maintained as evidence to the fact that testing has occurred.)

Continuity TT&E Requirements	Monthly	Quarterly	Annually	As Req'd.
Train Continuity Team on roles and responsibilities			<input type="checkbox"/>	
The COOP CPMT team is to perform a review of the COOP Plan. This effort should be led by the Continuity Coordinator. The effort should include maintaining team memberships and their associated contact information. The team should evaluate any modifications to the essential function list, and update the plan accordingly.			<input type="checkbox"/>	
Maintain orders of succession/delegations of authority.			<input type="checkbox"/>	
Allow opportunity for Continuity Team to demonstrate familiarity with continuity plans by performing continuity exercises. This effort should be led by the Continuity Coordinator.			<input type="checkbox"/>	
Perform After Action Review of the TT&E and update continuity plans accordingly.			<input type="checkbox"/>	
Report findings of all annual assessments to the Office of Environmental Health and Safety.			<input type="checkbox"/>	
Consider the need for protecting private confidential data while providing access from the continuity facility.				<input type="checkbox"/>

Divisional Continuity Coordinators are to lead the departments through an annual review of essential functions and departmental responsibilities. Changes are to be reported to the COOP CPMT team. Departmental COOP documentation should be reviewed and updated.			<input type="checkbox"/>	
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The university shall formally document and report all conducted continuity TT&E events, including the event date, type, and participants. Documentation also includes test results, feedback forms, participant questionnaires, and other documents resulting from the event. Continuity TT&E documentation for the university is managed by the Continuity Coordinator. Further, the team lead conducts a comprehensive debriefing after each exercise, which allows participants to identify systemic weaknesses in plans and procedures and recommend revisions to the organization's continuity plan. After-Action-Review (AAR) is maintained by the Continuity Coordinator.

EXAMPLE: After Action Review

The following table shows possible documentation for an AAR entry for a TT&E event.

Observation	Recommendation	Corrective Action	Primary Responsible Office	Organization POC	Comment
Organization did not conduct a debriefing following March 20xx exercise	Organization should conduct debriefings to allow participants to provide suggestions on areas of strengths and weaknesses	Exercise director will plan and execute debriefing after exercise and incorporate comments into AAR	TAMIU	Exercise Director, John Doe (111)111-1111	

2. Appendices

p. Appendix 1 – Team Call List

See COOP Team Members.xlsx

Information may be found by calling the Office of EH&S

q. Appendix 2 – Department – Business Impact Analysis Questionnaire

Appendix 2 – Department – Business Impact Analysis

Forms: Each department head will complete the following sections and return the form to their designated Divisional Continuity Coordinator.

Department Name:

Mission Statement:

Department Head:

Line of Succession 1st Alternate:

2nd Alternate:

Location(s);

Campus/Building/Floor:

Essential Functions

Forms: Define the essential functions performed by this department. Essential functions are those that could cause a substantial service or operational disruption and/or a substantial financial loss to the university or have severe reputational consequences.

<i>Priority</i>	<i>Function</i>	<i>Work Around available?</i>	<i>Loss Ramifications</i>	<i>Process Documentation Complete</i>

ESSENTIAL TEAM MEMBERS

Forms: During a continuity event, emergency faculty/staff and other special categories of employees may be activated by the university to perform assigned response duties. Essential team members possess the skills necessary to perform the essential functions and supporting tasks.

<i>Name/Title</i>	<i>Mobile Phone</i>	<i>Email Address</i>	<i>Function</i>

VITAL RECORDS

Forms: During a continuity event, teams will be called to perform essential functions and supporting tasks. In order to perform these duties, they will need access to specific information. List the information and format needed. If manual processes are implemented temporarily, the information needed for those processes should be included in this list.

<i>Description of Records and/or Information</i>	<i>Format (hard copy, electronic, other...)</i>	<i>Storage Location or System Name(s)</i>

EQUIPMENT/SUPPLIES REQUIREMENTS

During a continuity event, teams will be called to perform essential functions and supporting tasks. In order to perform these duties, they will need access to specific equipment. List any other equipment/supplies as needed. If manual processes are implemented temporarily, the equipment needed for those processes should be included in this list. Examples: Include 1 computer for each essential team member. If they may perform duties remotely include a Remote Access License. If they need a workspace that should be included as well. Other illustrations are printers, fax machines, credit cards, specific paper/ink stock (magnetic ink and checks), telephones, special software loaded on their pc, or radios.

<i>Item Description</i>	<i>Count</i>

IDENTIFIED RISKS

Examine each of the essential function identified. Determine single points of failure as risks for that essential function. The primary sources of single points of failure are related skills, access, or equipment.

Examples:

1. One team member is trained or has access to perform the function.
2. One printer is available to print checks
3. One key is available to a room or vehicle

<i>Function</i>	<i>Single Point of Failure with Corrective Action</i>	<i>Expected Corrective Action Date</i>
	Problem: Corrective Action:	
	Problem: Corrective Action:	
	Problem: Corrective Action:	
	Problem: Corrective Action:	
	Problem: Corrective Action:	
	Problem: Corrective Action:	
	Problem: Corrective Action:	

COOP Departmental Documentation for Essential Functions

Accounting for Personnel

Departments shall develop and document a method of accounting for all personnel. Although many staff members may not be required to perform essential functions, accountability for all personnel is important.

Essential Functions

Each essential function should be documented to include the step-by-step process of how the functions is performed on a normal basis. Process documentation should also be created considering how that process will change or be impacted by an event. Departments shall include manual processes that may be implemented while systems are unavailable; consider ramifications of the normal offices not being available, or manpower being greatly reduced. Below are all the potential scenarios that should be envisioned when defining the department level COOP plan:

- Single Facility Affected - the building where department(s) are housed is impacted by an event.
- Multiple Facilities Affected - multiple facilities on the campus are impacted by an event.
- Loss of Personnel - illness or another event has impacted the availability of department personnel
- Loss of IT or Data - One or more of the computer systems are not available, identify department manual work around if necessary.

Documentation Requirements

Each year the Departmental COOP documentation should be reviewed and updated accordingly. Sign-off should be obtained from both the Department head and the Divisional Continuity Coordinator. A hard copy shall be kept at the department level and will also be delivered to the Continuity Coordinator. The Continuity Coordinator will review the documentation for completeness and file. An electronic copy is also essential and must be stored in a secure fashion.

APPROVALS

Department Manager Name
Department Manager Title

Date

Divisional Continuity Coordinator Name
Divisional Continuity Coordinator Title

Date

r. **Appendix 3 – Division Essential Functions: Business Impact Analysis Summary**

<i>Priority</i>	<i>Owning Division</i>	<i>Owning Department</i>	<i>Function</i>	<i>Risks</i>	<i>Dependencies</i>	<i>Peak Timeframe</i>	<i>Building/ Floor</i>	<i>Devolution Partner</i>	<i>RTO Tier</i>	<i>RPO</i>	<i>System Classes</i>
1	VPFA	UPD	Security	Hazard, Operational, Reputation	Computer, Network, Radios, Telephone	n/a	UPD		Tier I < 72 hours	≤ 1 week	MC
2	PRES	PRMIS	Public Relations/ Marketing	Compliance, Reputational, Financial, Operational	Computer, internet, phones		KLM, 2 nd Floor		Tier I < 72 hours	≤ 12hrs	MC, A
3	PRES	President	Executive Leadership	Strategic, Operational	Computer, Internet, Phone, Remote Access	n/a	n/a		Tier I < 72 hours	≤ 24 hours	MC
4	VPFA	Physical Plant	Building Maintenance & Repair	Hazard, Operational, Reputation	Radios, tools, phones	n/a	Physical Plant, 2 nd floor KLM, 3 rd Floor	SSC	Tier I < 72 hours	n/a	MC
5	VPFA	Environmental Health & Safety	Management of risk, safety, environmental health	Hazard Compliance Financial Operational Reputation	Computer Internet Telephone Servers Radios Cameras	year-round	Physical Plant, 2 nd floor	System Risk Management	Tier I < 72 hours	≤ 24 hours	MC, F, A
6	VPAA	All academic departments	Ensuring continuation of instruction/ classes	Operational	Campus maintenance, internet, computers, servers, LMS, Blackboard, AD	n/a	KLM 2 nd Floor -OIT, BLK, LBV, PLG, WHT, CNS, CWT		Tier I < 72 hours	≤ 24 hours	MC
6	VPSS	International Engagement	International Student Services	Compliance, Financial, Operational, Reputation	Computer, Internet, Banner, FSAtlas	Aug- Oct/ Jan- Mar	STC 1 st floor		Tier I	No Data Loss	MC, F, P
6	VPFA	HR	General Services	Compliance, Operational, Reputation	Computer, Internet, BPP, Network	July	KLM 1 st floor		Tier I < 72 hours	≤ 24 hours	MC, A, P
7	VPFA	OIT	Webpage, Internet, E-mail	Financial, Operational, Reputation	Computer, Internet, Network, AD, Exchange, Web System	n/a	KLM 2 nd floor		Tier I < 72 hours	≤ 24 hours	MC, A, F
8	VPFA	OIT	Learning Management System	Financial, Operational, Reputation	Computer, Internet, Blackboard, AD	n/a	KLM 2 nd floor		Tier I < 72 hours	No Data Loss	MC
9	VPFA	Food Service	Food Sales	Financial, Operational, Reputation	Internet, Utilities, Cash Register, payment processing equipment	Aug - Oct; Jan - Mar	STC 1 st floor; KLM 1 st floor; BLK 1 st floor	Aramark	Tier II	≤ 1 week	F
9	VPSS	Housing	Housing and Residence Life	Operational	Computer, Internet, Banner	Aug-May	RLC/Village	ACC	Tier II < 2 weeks	≤ 1 week	F

10	VPAA	Provost and VP Academic Affairs	Administration of Academic Programs	Strategic, Operational	Computer, Internet, Phone, Home Page, SafeZone, Mass Communication System	n/a	KLM 3 rd Floor	n/a	Tier II < 2 weeks	≤ 24 hours	MC, A
11	VPAA	Selected academic departments	Ensuring continuation of practicums/ internships needed for licensure	Compliance	computer, internet, mobile phones,	n/a	off-campus locations	-	Tier II < 2 weeks	≤ 24 hours	MC
12	VPFA	Budget, Payroll and Fiscal Analysis	Payroll	Compliance, Financial, Operational, Reputation	Computer, Internet, BPP, Network, printer, checkstock, magnetic ink	Mid-Month, End of Month	KLM 1 st Floor	College Station	Tier II < 2 weeks	No Data Loss	MC, F, P
13	VPFA	Comptroller	Accounts Payable	Compliance, Financial, Operational, Reputation	Computer, Internet, FAMIS, Network, Checkstock, Printer, Magnetic Ink	n/a	KLM 1 st floor	College Station	Tier II < 2 weeks	No Data Loss	MC, A, F
14	VPAA	University College	Academic Support, Instructional, Academic Advising/ Mentoring, Testing	Strategic	Instructional and Academic Support Space, Computers, Internet, Mass Communication System, SafeZone	n/a	ZSC 2 nd Floor	n/a	Tier II < 2 weeks	n/a	MC
15	VPFA	Purchasing	Procurement	Compliance, Operational, Reputation	Computer, Internet, BAM, Telephone, Credit Card	n/a	KLM 3 rd floor		Tier II < 2 weeks	No Data Loss	MC, F
16	VPSS	Financial Aid	Student Financial Aid	Compliance, Financial, Operational, Reputation	Computer, Internet, Banner-related systems	year long	ZSC 2 nd floor		Tier II < 2 weeks	No Data Loss	MC, F, P
17	VPFA	Comptroller	Bursar - Function Breakdown?	Compliance, Financial, Operational, Reputation	Computer, Internet, TouchNet, Network, Telephone, Banner Integration	Aug -Sep; Jan-Feb; May	ZSC 1 st floor		Tier II	No Data Loss	MC, F, PCI
18	VPSS	Registrar	Student Records	Compliance, Financial, Operational, Reputation	Computer, Internet, Banner-related systems	year long	ZSC 1 st floor		Tier II < 2 weeks	No Data Loss	MC, A, P, F
19	VPFA	Grants & Contracts	Grant Administration	Compliance, Financial, Operational,	Computer, Internet, FAMIS, MAESTRO,	n/a	KLM 3 rd floor		Tier II	≤ 12hrs	MC, A, F, G, R

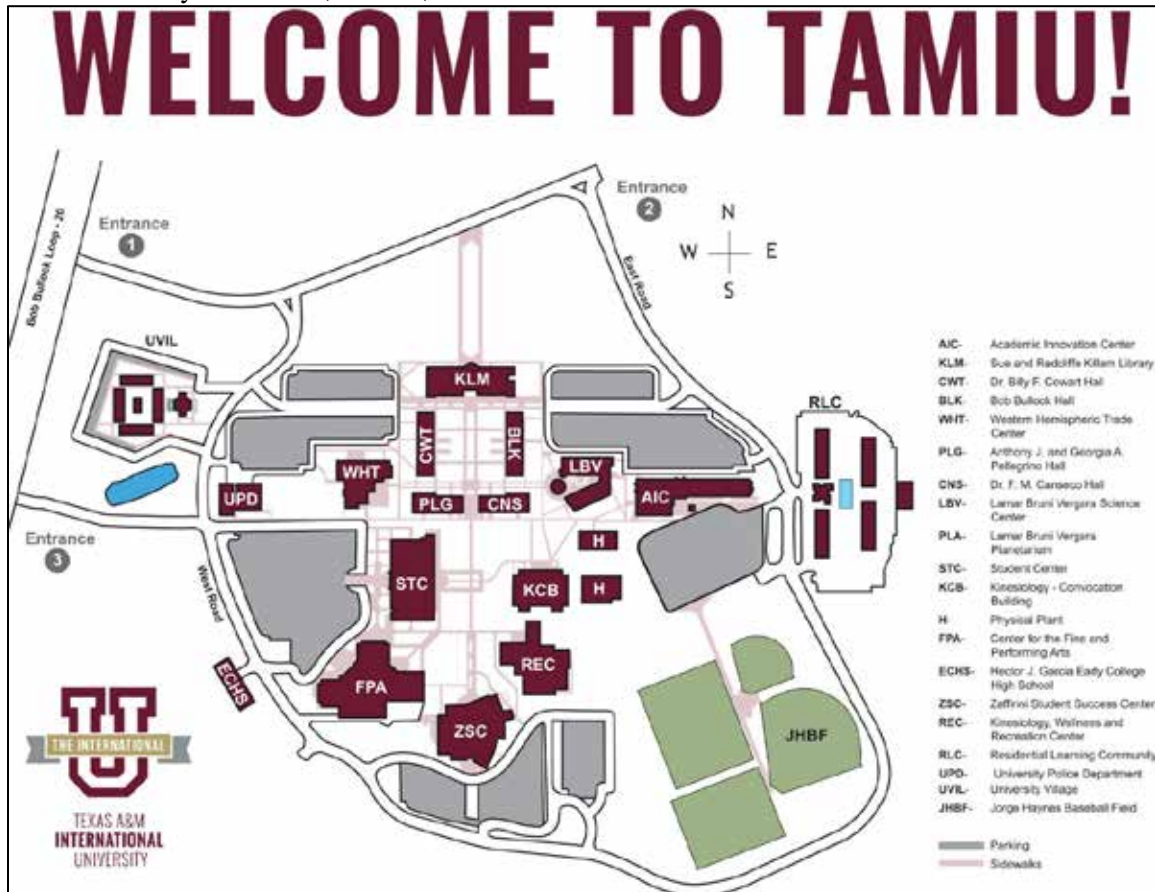
				Reputation	Network						
19	VPFA	Comptroller, Budget, Payroll and Fiscal Analysis	State and Federal Reporting	Compliance, Financial, Operational, Reputation	Computer, Internet, FAMIS, Network	Aug - Nov	KLM 1 st floor		Tier II	No Data Loss	MC, A, F
20	PRES	Compliance (includes Title IX & Civil Rights and Athletic Compliance)	Compliance with external and internal laws and policies	Compliance Financial Reputation	Computer Internet Laserfiche Network Banner	n/a	KLM 159, KCB 107		Tier III < 30 days	No Data Loss	A
20	VPFA	AVPA	Contract Administration	Compliance, Financial, Operational, Reputation	Computer, Network, where are contracts Stored?	n/a	KLM 2 nd floor		Tier III < 30 days	≤ 24 hours	MC, A, F
21	VPSS	Student Conduct/ Community Engagement	Student Conduct	Operational	Computer, Internet, Banner, Maxient	Sep - Nov/Jan- May	STC 2 nd floor		Tier III	No Data Loss	A
22	VPAA	Graduate Studies and Research	Recruitment, Admission & Graduate Financial Aid Processing, Research Support	Strategic, Operational, Financial	Computer, Internet, Phone, Home Page, Mass Communication System	n/a	ZSC 2 nd Floor	n/a	Tier III	n/a	MC, A, G
22	VPSS	Admissions	Admit Students	Operational	Computer, Internet, Banner-related systems	Aug- Oct/ Jan- Mar	ZSC 1 st floor		Tier III	No Data Loss	A
22	VPSS	Recruitment	Recruit Students	Operational	Computer, Internet, Banner-related systems	Sep- Nov/ Jan- May	ZSC 1 st floor		Tier III	≤ 1 week	A
23	VPAA	College of Arts and Sciences	Research	Strategic	Computers, Internet, Mass Communication System, SafeZone, Research Equipment Supplies, Instructional Supplies		LBV, CNS, PLG, CWT	n/a	Tier IV > 30 days	n/a	MC, R
23	VPAA	College of Nursing & Health Sciences	Research, Community Service	Strategic	Computers, Internet, Mass Communication System, SafeZone, Research Equipment Supplies, Instructional Supplies	n/a	CNS		Tier IV > 30 days	n/a	MC, R
23	VPAA	College of Education	Research, Community	Strategic	Computers, Internet, Mass Communication	n/a	KLM 4 th Floor		Tier IV > 30 days	n/a	MC, R

			Service		System, SafeZone, Research Equipment Supplies, Instructional Supplies						
23	VPAA	A.R. Sanchez School of Business	Research, Economic Support for Community	Strategic	Computers, Internet, Mass Communication System, SafeZone, Research Equipment Supplies, Instructional Supplies	n/a	WHT		Tier IV > 30 days	n/a	MC, R
24	VPFA	Bookstore	Book Sales	Financial, Operational, Reputation	Internet, Cash Register, payment processing equipment	Aug - Sep, Dec, Jan-Feb, May	ZSC 1 st floor		Tier IV	n/a	F
24	VPIA	Career Services	Career Services - Placement, assistance	Strategic	Internet, computers, phones	Oct, Nov, Mar, Apr	STC 1 st floor		Tier IV	≤ 1 week	MC
24	VPSS	Student Health	Health services	Operational	Computer, Internet, Point and Click	varies	STC 1 st floor		Tier IV > 30 days	No Data Loss	A
24	VPSS	Student Orientation/ Leadership Engagement	Student Activities	Operational	Computer, Internet, CAS system, CollegiateLink, EMS	Sep- Nov/ Jan- Apr	STC 2 nd floor		Tier IV	≤ 1 week	A
24	VPSS	Student Counseling	Counseling services	Operational	Computer, Internet, Banner, Titanium	Oct- Dec/ Mar- May	ZSC 1 st floor		Tier IV > 30 days	No Data Loss	A
24	VPSS	Recreational Sports	Recreational Services	Operational	Computer, Internet, Banner, Fusion	Sep- Oct/ Jan- Apr	REC		Tier IV > 30 days	≤ 1 week	A
25	VPIA	Institutional Advancement	Fundraising	Financial, Reputational, Operational	Internet, computers, phones	Before Fall; End of Year	KLM 2 nd Floor		Tier IV	No Data Loss	F, G
26	PRES	Athletics	Athletic Administration	Compliance, Reputational, Financial, Operational	Computer, internet, phones		KCB		Tier IV > 30 days	≤ 24 hours	MC, A

s. Appendix 4 – Maps to Alternate Locations

On Site - Emergency Operations Center Locations at TAMIU

5201 University Boulevard, Laredo, TX 78041



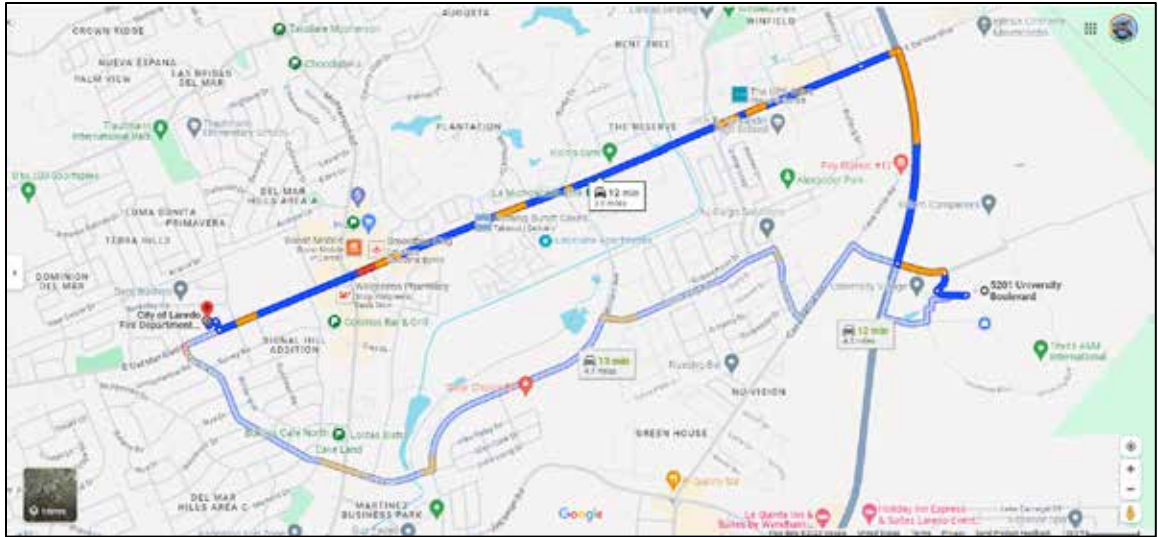
Off-Site Emergency Operations Center Locations for the City of Laredo

Main Fire Station #8, Fire Department Administrative Center

510 East Delmar Blvd, Laredo, TX 78041

DIRECTIONS from TAMIU:

Turn right onto Bob Bullock Loop / TX-20 Loop. Take the 1st left onto E Del Mar Blvd. 510 E DEL MAR BLVD is on the right.



t. **Appendix 5 – Team Task & Resource List**

Executive Management Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Overall Direction of all Continuity Execution	President	As Needed	Dependent on COOP emergency	As needed
2	Promote Cooperation and define priorities	Team	As Needed	Dependent on COOP emergency	As needed
3	Provide Approval and Escalated Funding	Team	As Needed	System policies and regulations	As needed
4	Key decision makers during an event	Team	As Needed	Dependent on COOP emergency	As needed
5	Assign interim leads for key positions that are vacant	Team	As Needed	Dependent on COOP emergency	As needed
6	Develop/approve Public Announcements with communications team	Team	As Needed	Dependent on COOP emergency	As needed
7					

Resource List

Item	Count
Computers	5
Phones	5
Internet	5

Continuity Coordinator & CPMT Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Keep President and the Executive Management team advised on impending threats	Continuity Coordinator	Prior to an event	Phones, e-mail, etc.	As needed
2	Activation of CPMT Team	Continuity Coordinator	Following Event	Phones, e-mail, etc. Call list	As needed
3	Lead for all EOP and COOP activities	Continuity	Initial Plan & Execution,	Divisions	As needed

		Coordinator	annual review	Coordinators	
4	Activate the EOC	Continuity Coordinator	Before, during or following Event		As needed
5	Define & Deliver Notification to Alternate sites	Continuity Coordinator	As Needed	Phones, e-mail, etc.	As needed
6	Coordination of activities between teams	Team	Daily	Phones, e-mail, etc.	As needed
7	Track activities and progress and Perform Status Updates to Executive Management Team	Team	Daily	Computer, Notes, Forms	As needed
8	Record any lessons learned and incorporate changes as needed to the COOP plan	Team	After recovery from an event	Computer	As needed
9	Determine what pre-defined contracts should be executed.	Team	As Needed	Contracts	As needed

Resource List

	Item	Count
	Computers	10
	Phones	10
	Internet	10

Damage Assessment / Salvage Team

#	Task	Assigned	Frequency	Method	Schedule
1	Responsible for the damage assessment of the University's location, equipment, hardware, and furnishings	Team	After Event	Physical observations	As needed
2	Document observations and report to Executive	Team	As Needed	Forms/pictures	As needed

	Management Team				
3	Coordinate Salvage Activities	Team	After Event	SSC or Cotton Industries	As needed
4	Communicate Findings to CPMT Team	Lead	Hourly - Daily	Phone or other applicable means	As needed
5	Work with the Facilities/Security Team to verify if the building can be occupied after a disaster.	Team	After Event	Physical observations/ assessments	As needed
6					
7					
8					
9					
10					

Resource List

Item	Count
Safety Vests	5
Flashlights	5
Phones	5
Radios	5
Computers	5
Internet Capability	5

Logistics/Transportation Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Responsible for making emergency arrangements for Continuity Team personnel; transportation, lodging, dining, and sanitation during an event.	Lead	Before, during and after an event.	Dependent on COOP Emergency	As needed
2	Order and delivery for predetermined emergency supplies	Team	As Needed	Contracts	As needed

	Update any delivery locations as required				
3	Execute predefined contracts as determined (Housing, transportation, Food, temporary staffing)	Team	As Needed	Contracts	As needed
4	Responsible for ordering and ensuring the delivery of offsite storage items and delivering required supplies to the intended recipients	Team	As Needed	Contractors	As needed
5					
6					
7					

Resource List

Item	Count
Computers	7
Phones	7
Internet	7

PR/Communications/Marketing Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Is responsible for all Public Relations, crisis communications and other essential communications	Team	Before, during and following event	SafeZone, Mass Notification, social media, media, etc....	As needed
2	Execute predefined available communications as documented	Team Lead	Before, during and after event	SafeZone, Mass Notification, social media, etc...	As needed
3	Coordinate Communications with Executive Management Team	Team	As needed	Phones or other applicable means	As needed

4					
5					
6					
7					
8					

Resource List

Item	Count
Computers	4
Phones	4
Internet	4

Security Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Responsible for physical security of the University	Team	Prior, during, and after an event	Physical barriers, police	As needed
2	Assist with crowd control	Team	Prior, during, and after an event	Police Officers, barriers	As needed
3	Secure affected area after disaster	Team	Immediately Following	Police Officers, barriers	As needed
4	Control access to the University	Team	Prior, during, and after an event	Police Officers, barriers	As needed

4	Secure critical assets by predetermined order and method	Team	Prior, during, and after an event according to importance	Police officers, barriers	As needed
5					
6					
7					

Resource List

Item	Count
Radios	
Transportation	3
Barriers or Caution Tape	
Phones	

Facilities Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Provide oversight for repairs and reconstruction of damaged facilities	Team	Immediately Following	SSC or Cotton Industries	As needed
2	Determine cleanup and disposal needs	Team	As needed	SSC or Cotton Industries	As needed
3	Responsible for providing and sustaining back-up power during an incident by maintaining and testing generators	Team	As needed	SSC or contractor	As needed
4	Determine priority list of affected facilities	Team	Immediately	Physical	As needed

			following	Observations	
5					
6					
7					
8					

Resource List

Item	Count
PPE	
Tools	
Phones	
Computers	
Internet Capability	
Barriers	
Food	

IT/Telecommunications Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Conduct damage assessments of IT Resources	Team	After event	Physical Observations	As needed
2	Reestablish voice and data communications following an event	Team	After event	IT personnel or contractor	As needed
3	Ensure security of University data	Team	Before, during and After event	Back-up systems or related functions	As needed
3	Activate IT disaster recovery plan	Team	As needed	As per Chief Information Officer	As needed
5	Ensure phone services at alternate sites.	Team	Before, during and after event	IT personnel or contractor	As needed
6					
7					

8					
9					
10					

Resource List

Item	Count
Computers	
Phones	
Internet Capability	
Tools	
Transportation	
Building Plans/Drawings	
Hardware	
Software	

Finance/Accounting Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Responsible for restoring all financial functions, including payroll, and ensuring that all essential accounting business functions are operational and accurate during and following an event.	Team	Before, during and after event.	System policy and regulations	As needed
2	Secure Emergency Funding	Team	Before, during and after event.	System policy and regulations	As needed
3	Keep proper accounting records during a disaster/emergency that may be used for reimbursement.	Team	Before, during and after event.	Texas A&M System and Incident Command System Forms	As needed
4					
5					
6					
7					

Resource List

Item	Count
Computers	5
Phones	5
Internet Capability	5

Human Resources Team Task List

#	Task	Assigned	Frequency	Method	Schedule
1	Responsible for restoring all human resource functions	Team	Following Event	System policies and regulations	As needed
2	Activate process for worker's comp, benefit issues, stress management, grief counseling/employee assistance, etc.	Team	ASAP	System policies and regulations	As needed
3	Fill temporary positions	Team	As Needed	System policies and regulations	As needed
4	Define the processes and procedures for personal to use alternate work locations in the case of an event	Team	During and after the event	System policies and regulations	As needed
5	Assist with additional staffing, work schedules and leave, special needs employees, and working remotely	Team	During and after the event	System policies and regulations	As needed

Resource List

Item	Count
Computers	5
Phones	5
Internet Capability	5

3. Appendix 6: Glossary

Activation – Once a continuity of operations plan has been implemented, whether in whole or in part, it is considered “activated.”

After Action Review – An organized method to document and track improvement actions for a program.

All-Hazards – The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events.

Alternate Sites (Locations) – Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. “Alternate facilities” refers to not only other locations, but also nontraditional options such as working at home (teleworking), telecommuting, and mobile-office concepts.

Business Impact Analysis (BIA) – A method of identifying the effects of failing to perform a function or requirement.

Communications – Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and will provide the ability for governments and the private sector to communicate internally and with other entities (including with other Federal agencies, State, territorial, tribal, and local governments, and the private sector) as necessary to perform their Mission Essential Functions (MEFs).

Continuity – An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

Continuity Facilities – Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity situation. “Continuity facilities” refers to not only other locations, but also nontraditional options such as working at home (teleworking), telecommuting, and mobile-office concepts.

Continuity of Operations – An effort within individual agencies to ensure they can continue to perform their Mission Essential Functions and Primary Mission Essential Functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Continuity Event – Any event that causes an agency to relocate its operations to an alternate or other continuity site to assure continuance of its essential functions.

Continuity Team – Those personnel, both senior and CPMT, who provide the leadership advice, recommendations, and functional support necessary to continue essential operations.

Delegation of Authority – Identification, by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational

locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

Devolution – The capability to transfer statutory authority and responsibility for essential functions from an agency’s primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Emergency Operations Center (EOC) – The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be allocated in a more central or permanently established facility.

Essential Functions – The critical activities performed by organizations, especially after a disruption of normal activities. There are three categories of essential functions: National Essential Functions, Primary Mission Essential Functions, and Mission Essential Functions.

Facilities – Locations where an organization’s leadership and staff operate. Leadership and staff may be co-located in one facility or dispersed across many locations and connected by communications systems. Facilities must be able to provide staff with survivable protection and must enable continued and endurable operations.

Incident Commander - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. This person has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. This terminology is part of the National Incident Management System (NIMS).

Interoperable Communications – Communications that provide the capability to perform essential functions, in conjunction with other organizations/entities, under all conditions.

Leadership – The senior decision makers who have been elected (e.g., the President, State governors) or designated to head a branch of government or other organization.

Memorandum of Agreement/Memorandum of Understanding – Written agreement between departments/agencies that require specific goods or services to be furnished or tasks to be accomplished by one organization in support of the other.

Orders of Succession – Provisions for the assumption by individuals of organization senior leadership positions during an emergency if any of those officials are unavailable to execute their legal duties.

Primary Operating Facility – The site of an organization’s normal, day-to-day operations; the location where the employee usually goes to work.

Reconstitution – The process by which surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility.

Risk Analysis – The process by which risks are identified and evaluated.

Risk Assessment – The identification and assessment of hazards.

Risk Management – The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown, or events that are fraught with uncertainty.

Telework – The ability to work at a location other than the official duty station to perform work or emergency duties. This may include, but is not limited to, using portable computers, personal computers, high-speed telecommunications links, and mobile communications devices.

Testing, Training, and Exercises – Measures to ensure that an agency’s continuity plan can support the continued execution of the agency’s essential functions throughout the duration of a continuity situation.

Virtual Offices – An environment where employees are not collocated and rely exclusively on information technologies to interact and conduct their work across distance from multiple geographic locations.

Essential Records – Electronic and hardcopy documents, references, and records that are needed to support essential functions during a continuity situation. The two basic categories of Essential Records are (1) emergency.

H. Acronyms

AAR	After Action Review
BIA	Business Impact Analysis
CAP	Corrective Action Program
COOP	Continuity of Operations
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
IT	Information Technology
MEF	Mission Essential Function
TT&E	Test, Training, and Exercise

I. Human Resources Plan

1. Introduction

Introduction to Continuity of Operations

The purpose of this reference guide is to provide technical assistance on human resource (HR) topics for Texas A&M International University.

In the event a COOP emergency is declared for the University, COOP representatives will be the central points of contact for University employees. The University is required to

determine which workers are essential, how payroll will be processed, what leave options will be granted, and how various staffing issues will be addressed.

2. Essential Functions and Staffing

Essential functions are those that enable the University to provide vital services, while maintaining the safety of those located on campus. In short, they are the mission-essential functions that must continue with minimal or no disruption.

3. Identifying Mission Essential Functions

In planning for COOP activation, the University has defined mission-essential functions that are critical to the overall operation of the University. Any task not deemed mission-essential must be deferred until additional personnel and resources become available.

4. Establish Staffing and Resource Requirements

To ensure that the mission-essential functions referenced in Section I above are effectively continued with minimal interruptions, it is imperative that each function have qualified staff assigned to them. The employees that are identified to carry out mission-essential functions should have all necessary qualifications. In addition, each department should determine if employees that are currently assigned to perform mission-essential functions hold special certifications, or licenses and ensure operational redundancy. Departments should plan to cross-train employees to ensure all essential functions will continue.

5. Staffing Changes Impact on Compensation

Ensuring the University's mission-essential functions are addressed may require employees to be assigned work other than their own. This will not impact their current job classification provided that the employee is still responsible for their current duties. Periods of less than 30 days are not considered unreasonable, and the employee would remain in their existing job classification.

6. Hiring Employees

The University may need to hire new employees if they are unable to find existing employees to staff their mission-essential functions. Temporary positions may have to be filled immediately. During certain COOP emergencies the Director of Human Resources may have to waive standard posting requirements for departments to quickly recruit and fill these positions.

7. Temporary Employment Contracts

To assist departments with finding additional qualified employees during COOP events, departments may utilize temporary agencies, or other means necessary, as approved by the Director of Human Resources.

8. Telecommuting/Telework

Telecommuting is not appropriate for all employees or positions and the decision of whether to develop and/or implement a telecommuting policy is a management decision that may be made at the discretion of the appointing authority. No employee is entitled to, or guaranteed the opportunity to, telecommute. Factors that may influence the consideration of telecommuting include: the nature of a job and the suitability of performing required tasks away from the "regular worksite."

The Texas A&M University System has System Regulation [33.06.01 – Flexible Work Arrangements](#), and TAMU has [SAP 33.06.01.L1.01 Flexible Work Arrangements](#) which provide guidance regarding the administration of flexible work arrangements for member employees.

9. Human Resource (HR) Policies

u. Leave Usage

The Texas A&M University System provides leave to eligible employees in accordance with state law and System policy.

[Emergency Leave](#) – Section 2 of System regulation 31.03.03 Leave of Absence with Pay explains circumstances for emergency leave. The CEO or designee is authorized under certain circumstances to approve emergency leaves of absence for eligible employees.

[Emergency Evacuation Order and Unsafe Working or Travel Conditions](#) – Section 2.2 of System regulation 31.03.03 Leave of Absence with Pay, explains circumstances for work site closures because of hazardous conditions or unsafe travel condition. Section 2.3 explains circumstances if an emergency evacuation or is issued by state or local government.

[Disaster Service Volunteer Leave](#) - Section 5 of System regulation 31.03.03 Leave of Absence With Pay, explains circumstances for an employee who is a certified disaster service volunteer of the American Red Cross, or who is in training to become a volunteer, may be granted up to 10 days of leave each fiscal year to participate in specialized disaster relief services. The leave must be requested by the Red Cross, approved by the governor and authorized by the employee's supervisor.

[Family Medical Leave](#) – System regulation 31.03.05 Family and Medical Leave Act (FMLA) establishes the basis and procedure for administering FMLA.

[Military Leave](#) - The Texas A&M University System provides military leave to eligible employees in accordance with state and federal law. Section 2 of system regulation 31.03.06, Military Leave and Service, cover the provisions for state military emergency leave, and section 3 covers state and federal military training and duty.

[Vacation Leave](#) - System regulation 31.03.01 explains information on vacation leave to eligible employees. An eligible employee is listed in the position identification database in a budgeted position for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to vacation with pay.

[Leave of Absence Without Pay](#) – System regulation 31.03.04 explains the categories of leave without pay available for employees of the Texas A&M University System. The chief executive officer (CEO) of TAMU is authorized to approve leaves of absence without pay for employees.

v. Leave Cancellation

In the event of a declared emergency or COOP event, the University has the authority to cancel planned vacations and may also require employees to work on or through

holidays if they are needed at the work site. Section 3.6 of System policy 31.03.01 – Vacation, states a supervisor may deny a vacation request if the leave would place an unreasonable burden on the member's ability to provide services.

10. Hours of Work and Flexible Work Schedules

Divisions may require each employee to work those hours that are necessary for the efficient conduct of the business of the University's Essential Functions. System regulation [33.06.01 Flexible Work Arrangements](#) provides guidance regarding the administration of flexible work arrangements for member employees. [TAMU SAP 33.06.01.L1.01](#) provides guidelines to govern flexible work arrangements, which may involve, but are not limited to, alternate locations, work schedules or types of jobs.

11. Public Health Emergency Policies

In the event of a COOP emergency related to a Pandemic or other public health emergency, the University will implement procedures as outlined in the Emergency Operations plan. The University will seek guidance from the City of Laredo Health Department or the Center for Disease Control (CDC). System regulation [31.03.02 – Sick Leave](#), may be referenced for sick leave eligibility.

12. Infection Control

Certain COOP emergencies such as a pandemic will require the University to have mechanisms in place to help mitigate the risk of their employees' exposure to the disease. The University will seek guidance from the City of Laredo Health Department or the CDC.

The Occupational Safety & Health Administration (OSHA) of the US Department of Labor has developed a document titled: Guidance on Preparing Workplaces for an Influenza Pandemic. The document can be found at the following link: www.osha.gov/Publications/influenza_pandemic.html

Employers of critical infrastructure and key resource employees (such as law enforcement, emergency response, or public utility employees) may consider upgrading protective measures for these employees beyond what would be suggested by their exposure risk due to the necessity of such services for the functioning of society as well as the potential difficulties in replacing them during a pandemic.

Protective Equipment:

It is the responsibility of the University to provide personal protective equipment for its mission essential employees to perform their work assignments IF NEEDED. The University shall have protective equipment in advance of the actual declaration of an emergency to ensure there will be a sufficient supply for mission-essential employees should the actual need arise.

Controlled Access to Buildings:

In the event of a declared emergency and/or a COOP event has occurred it may become necessary to restrict and control access to buildings to a single point of entry. University Police will be responsible for controlling access.

13. Health Insurance

Health insurance will not be affected if employees are in pay status. The University will determine how long to keep their employees in pay status.

14. Employee Assistance Program

The HR Department will assist eligible employees who may be experiencing a personal crisis due to the impacts of COOP related emergencies and may need access to mental health and social services.

15. Summary of Benefits for Unemployed Workers

Certain COOP emergencies may result in the loss of university jobs, depending on the duration of the event.

The following summary of benefits may be provided to employees so that they are aware what benefits are available upon a loss of employment.

Unemployment Benefits

Following a one-week waiting period and if able and available to work, former employees may be eligible for unemployment benefits. To avoid any delay of benefit payments, it is extremely important that claims for unemployment benefits are filed as soon as possible following an employee's last day at work.

Accumulated Leave

Employees separating from service will be paid for the maximum allowed accumulated vacation leave and compensatory time credit in addition to their earned biweekly or hourly pay on their last paychecks. Employees will not be paid for any accumulated sick leave or for any holidays occurring after the effective date of your layoff.

Employee Assistance Program (EAP) – Deer Oaks

A Deer Oaks counselor is available 24 hours a day for help in dealing with personal or family problems related to the loss of employment. This service will be available to employees and their immediate family through the last day of the month in which they work. **Deer Oaks EAP Helpline Number: 1-866-327-2400**

Health Plan

If an employee is enrolled in the health plan when he or she separates from State service, their coverage will end on the last day of the month in which they were in pay status. Employees will be sent a letter to their home addresses after their last day of work that offers up to 18 months of health insurance coverage under COBRA. Individuals will be responsible for paying the full cost of the coverage.

Retirement

If an employee is contributing to the retirement plan through payroll deduction, their final deduction will be made from their last paycheck.

Group Life Insurance

If an employee is in a benefits eligible position, they are covered by group term life insurance through the last day of the month in which they are in pay status.

Optional Group Life Insurance

If employees are enrolled in optional group life insurance, their coverage will end the last day of the month in which they are in pay status.

Deferred Compensation

If an employee is participating in deferred compensation, their final deduction will be made from their last paycheck or they may choose to end their participation prior to their final paycheck.

Flexible Spending Accounts

If employees are enrolled in flexible spending accounts (FSA), their participation will end effectively at the end of the month in which they were last in pay status.