Emergency Plan
Safety and Security - You Make the Difference

Your safety and security are of prime concern here at Texas A&M International University (TAMIU), and we at the Office of Continuing Education are dedicated to ensuring that the campus is a safe place for all our guests. If you find you need to report an emergency or urgent situation involving the safety and well-being of a camper, student, volunteer, or TAMIU staff member, please utilize the following protocol:

I. A. Medical Emergencies
Contact University Police Department (UPD) immediately at 326-2100.

B. Other Emergencies
Contact University Police Department (UPD) immediately at 326-2100.

UPD may be contacted through one of the following ways:
- From a campus phone, dial 2911
- From an off-campus phone, dial 326-2911
- Emergency speaker phones in elevators
- Emergency speaker phones located in hallways of classroom 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.

II. Building Evacuations
A. Building 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 the Building Emergency Coordinator.
- Employees shall leave by the nearest safe marked exit and alert others to do the same. Faculty and/or Staff shall assure that disabled individuals are assisted in exiting the building.
- Once outside the building, individuals shall proceed to the designated assembly area.
- Streets, fire lanes, hydrants, and walkways shall be kept clear for emergency vehicles and personnel.
- Neither employees nor students shall return to the building until directed to do so by TAMIU PD.

Assembly areas as shown on the map below, persons from:

- **Assembly areas** as shown on the map below, Persons from:
- **Bullock Hall** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Canseco Hall** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Cowart Hall** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Center for Fine and Performing Arts** shall assemble in the parking lot of the Early College High School.
- **Killam Library** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Kinesiology Convocation Building** shall assemble near the athletic fields.
- **Kinesiology Wellness Recreation Center** shall assemble near the athletic fields.
- **Lamar Bruni Vergara Science Center and Planetarium** shall assemble near the athletic fields.
- **Pellegrino Hall** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Physical Plant Building** shall assemble near the athletic fields.
• **Residential Learning Center** shall assemble near the athletic fields.
• **Student Center** shall assemble in the parking lot of the Early College High School.
• **University Success Building** shall assemble in the parking lot of the Early College High School.
• **University Village** shall assemble on the northeast side of the complex.
• **Western Hemispheric Trade Center** shall assemble in front (north side) of Killam Library, near University Boulevard.

B. **Students with Disabilities**
In emergencies, please assist individuals with disabilities as appropriate.

III. **Maintenance Emergencies**
Situations may arise which require prompt action by Facilities Maintenance to resolve danger to health, the possibility of injury, the imminent probability of damage to University property or severe disruption of scheduled University activities, classes and/or office work. Heating or cooling malfunctions, roof leaks, plumbing leaks and area-wide power failures are examples of emergencies.

In the event of a maintenance emergency, during working hours, call the Physical Plant Service Center at extension 2325. After hours, please call University Police at 2100.

IV. **Elevator Emergencies**
Elevator Emergency Telephones that can be activated with a touch of a button. The Elevator Emergency Telephones will provide 24-hour immediate access to University Police. Once activated, the telephone automatically continues dialing the University Police.

If for whatever reason there is no answer, dial 911 for the Laredo 911 Center.

V. **Lost Child**
Notify the Camp Director immediately. If the Camp Director is unable to locate the child, contact UPD at 2100 immediately. After contacting 2100, the Camp Director will contact the parents of the child. Ensure that all other children are accounted for.

VI. **On Campus Parking and Driving**
"Code Blue" Emergency Telephones on campus in the South Plaza and West and East Parking areas are available to ensure the safety of the University community. The Code Blue Emergency Telephones are housed in prominent, clearly marked columns topped by bright blue strobe lights.

When these emergency hands-free phones are activated, the blue emergency strobe light atop the phone housing begins to flash, the University Police are called automatically. The blue emergency strobe light flashes continuously until the emergency is answered.

Above all else, be careful and vigilant when operating your vehicles around children. Try to be on time and avoid being in a hurry or rush.

VII. **Notification of Emergencies. (Bad Weather Days, Airplane crash/Explosion on Campus, Fire, Hazardous Material Spill, Hurricane, Tornado warnings, etc.)**
Timely warnings may be distributed through any combination of the following venues:
• DustyALRT: A mass notification system that alerts subscribers via text message or e-mail 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 that are equipped with phones and intercom systems.
• Other social networking media: TAMIU Webpage, UConnect, Facebook, Twitter and other media channels can 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.

VIII. Know who your supervisor is (for volunteers, teachers, counselors, staff)
Every individual should know who their designated supervisor is. Chain of command means that there is an orderly line of authority and communication within the organization.

IX. Identification (ID) Summer Cards
Every student shall wear their ID Summer Cards if the camp has acquired Summer ID Cards. Please ensure that all students, volunteers, teachers, counselors are wearing and adequately displaying their ID Summer Cards or other forms of identification specific to the activity.

X. Lost and Found
Lost and found services are provided by Texas A&M International Police Department. Please turn in all items that are found to the TAMIU Police Department. TAMIU will release articles found upon matching the description of the article you lost, upon describing the lost item and with proper photo I.D.

XI. Office of Continuing Education Contact Information:

Kimberly Martin del Campo  
Director of Continuing Education  
956-326-2765 (Office)  
956-206-1434 (mobile)

Jacqueline H. Arguindegui  
Associate Director of Continuing Education  
956-326-3067 (Office)  
956-436-1830 (mobile)

IX. Acknowledgement: By signing, I acknowledge that I have read the emergency plan adopted by the Office of Continuing Education. I will either adopt procedures from the above plan or establish procedures for my camp/program. I am responsible for notifying all workers and volunteers of these procedures.

_________________________    _________________________  
Director Signature     Director 2 Signature

_________________________    _________________________  
Director Print Name     Director 2 Print Name

_________________________    _________________________  
Date       Date

Disclaimer: No guarantee of a perfect response system is implied by this plan. The University can only endeavor to make every reasonable effort to respond to the situation with the resources and information available at the time.