



Standard Administrative Procedure (SAP)

34.07.01.L0.01 Emergency Management Plans (EMP)

First Approved: June 29, 2016
Revised: March 21, 2019
Next Scheduled Review: March 21, 2024

Procedure Statement and Reason for Procedure

In support of multiple compliance efforts, Texas A&M International University (TAMIU) is charged with publishing and reviewing comprehensive Emergency Management Plans (EMP). The plans are designed to inform TAMIU community members and potential members of the community about standard management and response to certain emergencies that may occur on our campus and local vicinity.

The purpose of this SAP is to aid in complying with [System Regulation 34.07.01, Emergency Management Plans](#).

Procedures and Responsibilities

1. EMP WORKING GROUP
 - 1.1 The EMP working group is comprised of the Emergency Management Team (EMT), which includes collaborative personnel from the University Police Department (UPD), Environmental Health and Safety (EH&S), Physical Plant, and the Associate VP for Administration.
 - 1.2 EH&S shall act as the custodian of the records. The records will be used and reviewed to ensure an effective response to campus emergencies as directed by State and federal law.

2. EMP TESTING

UPD shall collaborate with EH&S to ensure annual drills are conducted to test various procedures and proposed responses. UPD and EH&S are responsible for preparing and executing regular reviews of the EMP to ensure that the plan is a workable solution to an emergency facing the campus. During the review, TAMIU evaluates the effectiveness of the plan, response, and any exercises. Exercises may consist of building evacuations, shelter in place, tabletop, or any combination of the aforementioned.

3. AFTER-ACTION REPORTING

EH&S shall issue an after-action report within one month of the conclusion of the tested response to record the drill's effectiveness and recommend changes if needed.

4. REVIEW OF EMP

4.1 EH&S shall coordinate a comprehensive review of the EMP annually.

4.2 The review will be completed by EH&S and approved by the EMT.

4.3 After the review is completed and revised, the EMP shall be presented to the President or designee for final approval.

Related Statutes, Policies, Regulations, or Rules

[System Policy 34.07, *Emergency Management*](#)

[System Regulation 34.07.01, *Emergency Management Plans*](#)

Contact Office

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