



Standard Administrative Procedure (SAP)

34.07.01.L0.01 Emergency Operations Plans (EOP)

First Approved: June 29, 2016
Revised: March 21, 2019
March 28, 2024
Next Scheduled Review: March 28, 2029

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 Operations Plans (EOP). 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. EOP WORKING GROUP
 - 1.1 The EOP 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 other pertinent departments.
 - 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. EOP 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 EOP 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 EOP

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

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

4.3 After the review is completed and revised, the EOP shall be presented to and signed by 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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