



*Texas A&M University*

# Higher Education Center at McAllen Emergency Operations Plan

November 2025

Contact: Jessica Martinez



# Signatures of Approval

This Emergency Operations Plan and its contents is a guide to how the Higher Education Center at McAllen (HECM) prepares for and responds to emergency situations. It is intended to capture specific authorities and best practices for managing incidents of any size and scope that may impact the building and the occupants.

This plan shall apply to all persons participating in mitigation, preparedness, response and recovery efforts on the HECM campus. Furthermore, tasked departments and personnel shall maintain their own procedures and actively participate in the training, exercising and maintenance needed to support this plan.

This plan and its supporting contents are hereby approved, supersedes all previous editions, and is effective immediately upon the signing of all signature authorities noted below.

Approved: \_\_\_\_\_ Signed \_\_\_\_\_ Date: 11/24/2025

Dr. Sandra Hansmann  
Assistant Provost  
Texas A&M University Higher Education Center at McAllen

Approved: \_\_\_\_\_ Signed \_\_\_\_\_ Date: 11/19/2025

Ernie Aliseda  
Associate Vice President & Chief Operating Officer  
Texas A&M University Higher Education Center at McAllen

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## Purpose

The purpose of this plan is to outline HECM’s approach for organizing, coordinating and directing available resources toward effective emergency response operations. The plan includes an organizational structure establishing the authority and assigns responsibility for various emergency tasks. The plan is intended to provide a flexible and scalable framework, which:

- Helps prepare HECM employees, students, tenants, and visitors to successfully respond to an emergency
- Defines clear roles, responsibilities, and authorities in managing emergency situations
- Describes effective coordination among emergency organizations of the university; health system; local, state, and federal authorities for clear, rapid, factual, and coordinated communication when emergencies occur

## Scope

The Campus has a responsibility to ensure the safety and security of its students, faculty, staff, and visitors. This scope of this plan is limited to the HECM Campus and the immediately adjacent parking lots.

## Situation Overview

### *General*

The HECM is currently a single-building campus located at 6200 Tres Lagos Blvd. in McAllen, Texas. The building is 52,000 gross square feet consisting of 3 stories and contains office spaces, laboratories, and academic instruction space.

### *Hazard Analysis*

The HECM is exposed to hazards – natural and man-made – that have the potential for disrupting the normal working operations, causing casualties, and damaging or destroying the facilities. A summary of major hazards is provided in the table below.

| <b>Hazard Type</b>  | <b>Likelihood of Occurrence</b><br>(Low Medium High) | <b>Estimated Impact on Public Health and Safety</b><br>(Low Medium High) | <b>Estimated Impact on Property</b><br>(Low Medium High) |
|---|--|--|--|
| Actions of Violence<br>(Active Shooter, Bomb Threats, etc.) | Medium   | High   | Medium   |
| Biological Releases   | Low  | High   | Low  |

|  |        |        |        |
|--|--------|--------|--------|
| Civil Disorder                               | Low    | Low    | Medium |
| Cyber Security                               | Medium | Medium | Low    |
| HazMat Release                               | Low    | Medium | Low    |
| Structural Fire                              | Medium | Low    | Medium |
| Terrorism                                    | Low    | High   | High   |
| Utility Disruption                           | Medium | Low    | Low    |
| Flood  | Medium | Low    | Medium |
| Infectious Disease<br>Outbreak               | Low    | High   | Low    |
| Severe Weather<br>(Hurricane, High<br>Winds) | High   | Medium | Medium |
| Winter Storm                                 | Low    | Low    | Low    |

\* High likelihood means the hazard happens frequently and low likelihood means the hazard rarely happens or has not happened.

\*\* High impact means significant injuries/illness or loss of life as well as a large loss of assets; whereas low impact means no impact, no injuries, minor loss of assets.

### **Capabilities Assessment**

Emergency services are provided by the City of McAllen and/or Hidalgo County. The primary and secondary agencies for emergency services are listed below.

| <b>Agency Type</b>              | <b>Primary</b>   | <b>Secondary</b>                  |
|---------------------------------|--|-----------------------------------|
| Emergency Medical Services      | City of McAllen (Contracted Ambulance Service)<br>LoneStar EMS |                                   |
| Fire Services                   | City of McAllen Fire Department                                | City of Edinburg Fire Department  |
| Law Enforcement                 | City of McAllen Police Department                              | Hidalgo County Sheriff Office     |
| Public Health                   | Hidalgo County Health Department                               |                                   |
| Security Services               | TAMU PD – Security Division                                    | City of McAllen Police Department |
| Environmental Health and Safety | TAMU Environmental Health and Safety                           |                                   |
| Emergency Management            | TAMU Emergency Management                                      |                                   |

| Agency Type            | Primary   | Secondary                        |
|------------------------|-----------|----------------------------------|
| Mental Health Services | TAMU CAPS | Tropical Texas Behavioral Health |

## Planning Assumptions

In addition to the planning assumptions provided within the Texas A&M University Emergency Operations Plan, the following are planning assumptions specific to the HECM campus.

- The HECM will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- Emergencies may 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.
- The HECM is reliant on emergency services from the local jurisdictions. Therefore, it is essential to be prepared to carry out the basic life safety actions since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services will ensure an effective and coordinated response.
- Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve readiness to deal with emergency situations.
- The HECM officials and representatives must recognize their responsibilities for the safety and well-being of students, faculty, students and visitors; and assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of these guidelines will reduce or prevent disaster-related losses.

## Concept of Operations

### *General*

The HECM officials and representatives have the responsibility to protect public health and safety and preserve property from the effects of an emergency. As such, the response priorities are, in order of importance:

- Protection of life and safety of students, faculty, staff and visitors;
- Secure critical infrastructure and facilities which are, in priority order:

- Facilities critical to health and safety;
- Facilities that sustain emergency response;
- Classroom and research facilities; and
- Administration facilities
- Resume teaching and research programs.

### ***Level of Emergencies***

Emergencies that may impact the HECM may vary in size and severity which influences the type and level of notifications, communication, and coordination. As such, three levels of emergencies have been identified to guide the notifications, communication, and coordination based on incident size and severity.

- Minor emergencies: These events would warrant an email notification to Texas A&M University, such as:
  - An unscheduled utility outage that causes classes and research activities to be suspended (four or more hours).
  - Student, faculty, or staff involved in an accident or incident not related to class or work but resulting in minor injury.
- Medium-scale emergencies: An incident in or around Tres Lagos that may impact students, faculty, or staff, such as:
  - A fire affecting the ingress or egress to and from the HECM.
  - An active threat in or around Tres Lagos but not directly involving the HECM.
  - Severe weather conditions that disrupt students, faculty, and staff from performing normal duties.
- Large-scale emergencies or involve significant threats to the life safety of students, faculty, or staff. An emergency at or involving the HECM that requires an emergency notification.
  - A bomb threat that results in the disruption of operations.
  - A fire within HECM.
  - Severe weather conditions that requires closure of the HECM facility and its operations.
  - An emergency that may result in a longer recovery period.

Minor and medium-sized emergencies may only require a notification to Texas A&M University. However, no formal action or support may be needed from Texas A&M University. Large-scale emergencies may require formal action or support from Texas A&M University. The support may be provided remotely or by sending personnel to the HECM.

### ***Emergency Authorities***

In order to meet these priorities, the officials and representatives must implement appropriate population protection activities (e.g. evacuations or sheltering in place), issue

timely emergency notifications and warnings, coordinate emergency public information, ensure interoperable emergency communications, and coordinate with local emergency services personnel.

The HECM Associate Vice President & Chief Operating Officer or designee, as the senior administrator, is the primary local authority for the HECM. For rapid onset emergencies (e.g., building fire, chemical spill, active shooter, etc.), the HECM Associate Vice President & Chief Operating Officer has the authority to:

- Alter personnel schedules in support of an emergency response; and
- Identify trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather, hurricanes, etc.), the HECM Associate Vice President & Chief Operating Officer may alter campus operations in support of an emergency response or for the safety and well-being of the campus community. Specific authorities related to altered campus operations due to inclement weather can be found in Attachment 3 of this plan.

Any implementation of emergency authorities, as listed above, will be communicated through normal chains of command as described in “Direction, Control, and Coordination” below.

### ***Population Protective Actions***

Depending on the nature of the emergency, the HECM personnel may implement population protective actions, as related to their job duties, prior to the arrival of local emergency personnel. Population protective actions, in accordance with the Building Emergency Action Plan (maintained under a separate title), include:

- Partial or full evacuation;
- Sheltering-in-place for hazardous materials releases; or
- Seeking safe shelter for acts of violence, tornado warnings, etc.

In certain circumstances, implementation of population protective actions may require the presence of an Essential Operations Team—a designated group of key personnel responsible for remaining on-site to ensure the safety and well-being of students, and to maintain critical operations until conditions stabilize. The individuals designated to serve in this capacity are identified in Attachment 3.

### ***Emergency Notification and Warning***

Immediate notifications of emergency conditions are essential to preserve the safety and security of the campus and are critical to an effective response and recovery.

Depending on the severity of an incident and the immediacy of a notification, HECM Alert publishers may issue a warning through HECM Alert based on the criteria found in Attachment 2.

Alternative methods for notification to the campus community may be implemented depending on the nature of the incident. For a list of all the warning mechanisms, see Attachment 2.

Periodic updates should be provided to the campus community utilizing the most appropriate notification method until the emergency has been resolved.

### ***Emergency Public Information***

A coordinated effort to provide emergency public information is critical. These communications to the HECM community must be timely, accurate, and consistent. All HECM emergency communications should be routed through Communications Specialist III, who will be responsible for interfacing with any media. The Communications Specialist III will coordinate with Texas A&M University Division of Marketing & Communications, as appropriate.

### ***Emergency Communications***

Reliable and interoperable communications systems are essential to obtain the most complete information during emergencies and share information amongst HECM officials as well as the campus community and emergency response partners.

Communications equipment include:

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and Emergency Coordination Team members, and TAMU Executive Leadership. The HECM Senior Administrator has access to the Government Emergency Telecommunications Service (GETS) for priority calling during emergencies.
- Cellular-Based two-way radios utilized by facilities and security
- Bullhorns are available in the offices of the Floor Coordinators and a number of other locations on each floor of the HECM.

### ***Interface with Local Responders***

The HECM officials and representatives rely on the City of McAllen for emergency services as described in "Capabilities Assessment" above. In the event that an emergency on the HECM campus requires law enforcement, fire, or EMS assistance, the first available person should call 911 to notify emergency responders immediately. The Security Supervisor should be notified immediately after calling 911 so that he or she can serve as the initial point of contact for arriving emergency responders.

Prior to the arrival of emergency responders, members of the Emergency Coordination Team should take actions as appropriate per their roles and responsibilities to the incident, as listed in this plan.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The person on-call will serve as a liaison between the HECM and local emergency responders.

### ***Interface with TAMU College Station Campus***

The HECM's priority during the emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to Texas A&M University Executive Leadership should be made through normal chains of command. While Texas A&M University Executive Leadership may receive emergency notifications from HECM Alert, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc. should be provided and should include status updates, as appropriate, until the situation is resolved.

For larger or prolonged incidents, additional support staff may be sent from College Station to assist. Additional support staff may include, but not limited to, emergency management personnel, law enforcement or security personnel, or communications personnel as needed. Due to travel distances, however, it may take up to 24 to 36 hours before additional support arrives at HECM.

## **Organization and Assignment of Responsibilities**

### ***Organization***

#### **Senior Administrator**

- HECM Associate Vice President & Chief Operating Officer
- Assistant Provost

#### **Emergency Coordination Team**

The HECM has identified key individuals to be members of the Emergency Coordination Team, to act in their specific roles and bear the responsibilities listed below. The primary members of the Emergency Coordination Team may include:

- Executive Director
- Assistant Director – Student Affairs
- Assistant Director – Student Success
- Emergency Management Specialist
- Program Coordinator II – Student Affairs
- Program Coordinator II – Student Affairs
- Executive Assistant to ED
- Executive Assistant to Assistant Provost

- Executive Assistant to Associate VP & COO
- Communications Specialist III
- Security Supervisor
- Human Resources Generalist
- Licensed Professional Counselor

The secondary personnel for these key positions are listed below within the “Lines of Succession”. The Emergency Coordination Team may need to get additional information from other persons based on the emergency.

### **Building/Floor Proctors**

The Building/Floor Proctors are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas among other responsibilities as defined in the Building Emergency Action Plan (maintained under a separate title).

### **Critical/Essential Personnel**

Any personnel may be considered critical or essential depending on the situation. Some university employees (e.g., security, critical physical plant personnel, etc.), because of the nature of their jobs, may be identified as “critical or essential personnel”. Some individuals may be deemed critical or essential based on HECM’s continuity plan.

### ***Assignment of Responsibilities***

#### **Senior Administrator**

The HECM Associate Vice President and Chief Operating Officer, or designee, will serve as the lead of the Emergency Coordination Team. In this capacity, the HECM Associate Vice President and Chief Operating Officer, or designee, is the lead administrator of the HECM and maintains authority of building operations during emergency situations.

#### **Emergency Coordination Team**

- Maintain this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature;
- Provide plan oversight; coordination with applicable stakeholders
- Create and establish annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Coordinate with emergency responders and/or Texas A&M University administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Obtain and distribute information to building occupants, including students, employees, and visitors.

- Maintains financial or administrative records involved in the emergency response and recovery.
- Assigns team members' roles and responsibilities to ensure continuity and support if one or more members are unavailable during an emergency.
- Report to the HECM ECT emergency operations center.
- Initiate emergency notifications.
- Deploy Building/Floor Proctors for evacuation or sheltering-in-place as required.
- Notify Texas A&M Emergency Management of the nature of emergency.

### **Emergency Coordination Team Member On-Call**

- Be available to respond to an emergency at the HECM at any time during his or her rotation.
- Issues emergency notifications and warnings during his or her rotation as needed.
- Serve as the HECM Liaison with local emergency responders
- Initiate appropriate notifications to Emergency Coordination Team members

### **Security**

- Immediately contact the Emergency Coordination Team member on call and begin assessment of the emergency condition.
- Serves as a liaison with local law enforcement
- Provides access control of the building

### **Facilities**

- Initiates procedures to secure facility for hazardous weather conditions
- Furnishes emergency power and lighting systems to the extent possible
- Provides technical knowledge about the facility
- Directs emergency repairs and protects equipment

### **Marketing & Communications**

- Supports emergency notification and warning as needed
- Coordinates public information messaging with campus administrator, local first responders, and Texas A&M University Marketing & Communication

### **Mental Health**

- Supports the mental health needs of students
- Provides consultation to faculty and staff
- Provides mental health crisis intervention

### **Human Resources**

- Supports and guides Associate Vice President & Chief Operating Officer on warning, and coordination of emergency notifications as needed
- Provides medical, and mental health resources and support to faculty and staff

## ***Lines of Succession***

### Senior administrator

- Primary: HECM Associate Vice President and Chief Operating Officer
- Secondary: Assistant Provost

### Security

- Primary: Supervisor
- Secondary: Guard

### Facilities

- Primary: Executive Director
- Secondary: Maintenance Manager / Lab Tech Coordinator

### Marketing & Communications

- Primary: Communication Specialists III
- Secondary: Executive Assistant / Program Coordinator II

### Mental Health

- Primary: Licensed Professional Counselor
- Secondary: none

### Human Resources

- Primary: HR Generalist
- Secondary: HR Generalist (Kingsville)

### Emergency Management

- Primary: Emergency Management Specialist
- Secondary: Associate Director (College Station)

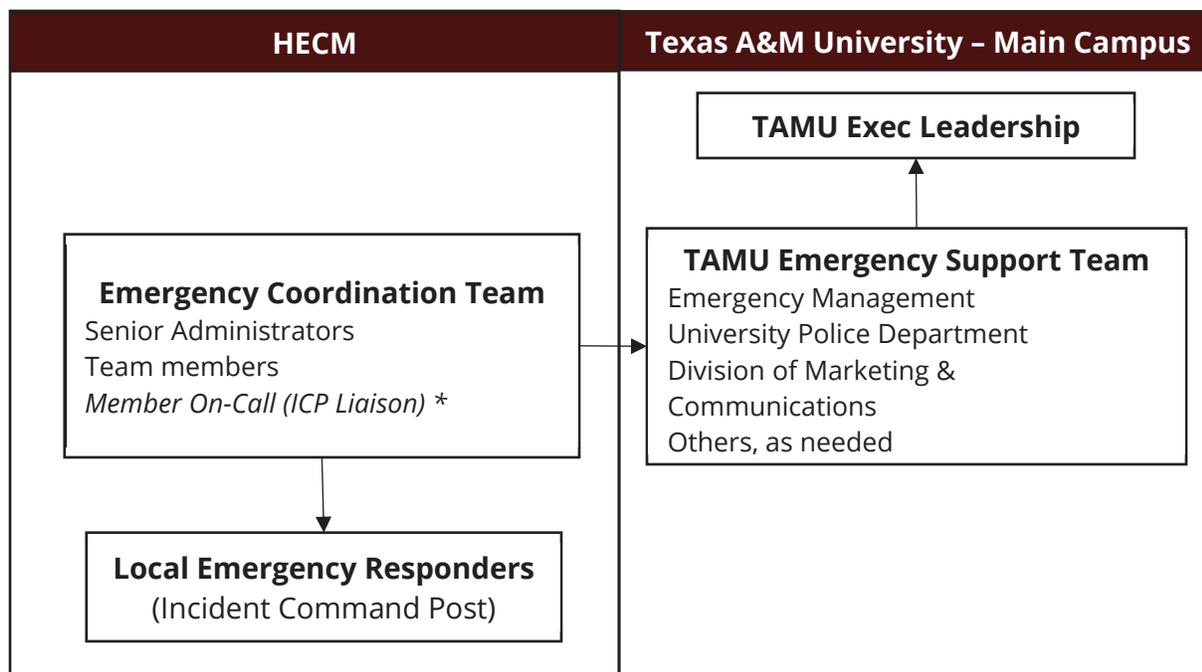
## **Direction, Control, and Coordination**

### ***General***

The local emergency response organizations have responsibility for life safety actions at an incident site. These actions are coordinated through the Incident Command Post. A member of the HECM Emergency Coordination Team will serve as a liaison between the Incident Command Post and the HECM Emergency Coordination Team.

The HECM Emergency Coordination Team has the responsibility for decisions that affect the HECM community. This team is also responsible for communicating with TAMU Executive Leadership through normal chains of command.

The below diagram depicts the emergency management structure and flow of communication during an emergency.



### ***Emergency Operations Center***

The primary Emergency Operations Center (EOC) is located in HECM Conference Room 300. The EOC serves as the centralized location in which the Emergency Coordination Team will operate and make executive level decisions during an emergency. Response-related activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC.

Should an emergency occur at HECM that prohibits use of the primary EOC, the Emergency Coordination Team has identified an alternate off campus at the Tres Lagos Community Center (5100 Tres Lagos Blvd., McAllen, TX 78504). The Emergency Coordination Team may meet virtually if an alternate location is unavailable.

## **Administration, Finance, and Logistics**

### ***After Action Reviews***

Following an activation of the Emergency Operations Plan, members of the Emergency Coordination Team and senior administrators shall conduct an after-action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the HECM officials and representatives to improve future emergency responses. The scope of after-action reviews may range from small to large depending upon the complexity of the response.

An After Action Report should be generated following the review that captures the nature of the incident, response descriptions, and outcomes – what worked well and areas for

improvement – and recommendations for future planning. A copy of the report will be provided to Texas A&M University Emergency Management. Texas A&M University Emergency Management will submit all after action reports to the Texas A&M University System Risk Management office in accordance with Texas A&M University System Policy for Emergency Management (34.07 and 34.07.01). A copy of the report will be available through Texas A&M University Emergency Management.

### ***Agreements and Contracts***

- No additional agreements or contracts exist

## **Plan Development and Maintenance**

### ***Maintenance***

The Emergency Coordination Team is responsible for maintaining and updating this plan. The plan shall be reviewed annually and updated based upon deficiencies identified during actual emergency situations and exercises and when changes in hazards, resources, capabilities or organizational structure occur. A revised or updated plan will be provided to all departments and individuals tasked in this plan in addition to Texas A&M University Emergency Management.

### ***Testing and Exercising***

With the assistance and cooperation of Texas A&M Emergency Management, Emergency Coordination Team members will outline and arrange training reflective of their responsibilities for students, faculty, and staff to participate in annually.

Annual exercises will be held so Emergency Coordination Team members can practice their skills and evaluate the adequacy of the EOP. An After Action Report (AAR) for each exercise shall be developed and submitted to Texas A&M University Emergency Management. All exercises will be conducted in accordance with Texas A&M System Policy for Emergency Management.

### ***Annual Plan Submission and Reporting***

Texas A&M University Emergency Management is responsible for submissions and reporting of required plans and executive summaries to the TAMUS Office of Risk Management in accordance with System Regulation 34.07.01 for Emergency Plans.

## **Authorities and References**

### ***Authorities***

There are no additional authorities beyond those listed in the Texas A&M University Emergency Operations Plan.

# Plan Contact Information

| Name and Position  | Phone Number | Alternate Phone Number |
|--|--------------|------------------------|
| Rick Margo, Executive Director   | 956.271.1341 |                        |
| <b>E-Mail:</b><br><a href="mailto:rrmargo@tamu.edu">rrmargo@tamu.edu</a> |              |                        |
| <b>Department:</b><br>Higher Education Center at McAllen                 |              |                        |

# Record of Change

| Change Number | Date of Change | Description of Change   | Change Made By:  |
|---------------|----------------|---|------------------|
| 1             | 2023           | Initial Release   | Leslie Lutz      |
| 2             | July 2024      | Updated contacts and vacant positions to reflect current personnel.   | Jessica Martinez |
| 3             | October 2025   | Annual review and update of contact information. Added Assistant Provost position and revised senior administrator information to reflect transition in Associate Vice President & Chief Operating Officer role.      | Jessica Martinez |
| 4             | October 2025   | Added clarification to "Population Protective Actions" section regarding the Essential Operations Team and updated Attachment 3 to identify designated personnel. Roles and responsibilities defined in Attachment 3. | Jessica Martinez |

# Attachment 1: Contact List

## Senior Administrators

| Member          | Title  | Office / Cell | Email  |
|-----------------|--|---------------|--|
| Ernest Aliseda  | Associate Vice President and Chief Operating Officer | 956.271.1344  | <a href="mailto:ealiseda@tamu.edu">ealiseda@tamu.edu</a>               |
| Sandra Hansmann | Assistant Provost                                    | 956.271.1342  | <a href="mailto:sandra.hansmann@tamu.edu">sandra.hansmann@tamu.edu</a> |

## Emergency Coordination Team Members

| Member               | Title                           | Office / Cell | Email  |
|----------------------|---------------------------------|---------------|--|
| Rick Margo           | Executive Director              | 956.271.1341  | <a href="mailto:rrmargo@tamu.edu">rrmargo@tamu.edu</a>                             |
| Jessica Martinez     | Emergency Management Specialist | 956.271.1352  | <a href="mailto:jessica.martinez01@tamu.edu">jessica.martinez01@tamu.edu</a>       |
| Lucia Lopez          | Assistant Director              | 956.271.1312  | <a href="mailto:lucialopez@tamu.edu">lucialopez@tamu.edu</a>                       |
| Samantha Castellanos | Assistant Director              | 956.271.1305  | <a href="mailto:samantha.castellanos@tam.u.edu">samantha.castellanos@tam.u.edu</a> |
| Cyndi Beltran        | Executive Assistant             | 956.271.1349  | <a href="mailto:cyndibeltran@tamu.edu">cyndibeltran@tamu.edu</a>                   |
| Yahaira Hernandez    | Communications Specialist III   | 956.271.1369  | <a href="mailto:y.hernandez@tamu.edu">y.hernandez@tamu.edu</a>                     |
| David Tefertiller    | Security Supervisor             | 956.271.1301  | <a href="mailto:dtefertiller@tamu.edu">dtefertiller@tamu.edu</a>                   |
| Dina Martinez        | Human Resources Generalist      | 956.271.1302  | <a href="mailto:dsmartinez@tamu.edu">dsmartinez@tamu.edu</a>                       |
| Claraly Pena-Leal    | Licensed Professional Counselor | 956.271.1366  | <a href="mailto:cpena-leal@tamu.edu">cpena-leal@tamu.edu</a>                       |
| Carmen Rojas         | HR Generalist IV (Kingsville)   | 361.221.0685  | <a href="mailto:crojas@tamu.edu">crojas@tamu.edu</a>                               |
| Norberto Munoz       | Maintenance Manager             |               | <a href="mailto:norberto.munoz@iqsinc.net">norberto.munoz@iqsinc.net</a>           |

| <b>Member</b>  | <b>Title</b>               | <b>Office / Cell</b> | <b>Email</b>   |
|----------------|----------------------------|----------------------|--|
| Marie Amutan   | Lab Tech Coordinator       | 956.271.1363         | <a href="mailto:mamuta@tamu.edu">mamuta@tamu.edu</a>         |
| Sheherzad Amir | Administrative Coordinator | 956.271.1355         | <a href="mailto:saamir@tamu.edu">saamir@tamu.edu</a>         |
| Leslie Lutz    | Associate Director         | 979.821.1040         | <a href="mailto:leslielutz@tamu.edu">leslielutz@tamu.edu</a> |

***Additional Resources***

| <b>Entity</b>                    | <b>Phone Number</b> |
|----------------------------------|---------------------|
| McAllen Police Department        | 956.681.2000        |
| McAllen Fire Department          | 956.681.2500        |
| Edinburg Fire Department         | 956.383.7691        |
| Hidalgo County Sheriff Office    | 956.383.8114        |
| Hidalgo County Health Department | 956.383.6221        |
| Tropical Behavior Health         | 956.289.7000        |

## Attachment 2: Notification and Warning

Warning messages must be accurate, clear and consistent. All messages should include information describing the situation, actions to take, and where to get additional information.

Many warning mechanisms can be activated individually such as fire alarms and campus email. Alternatively, some of the mechanisms can be activated through HECM Alert. HECM maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text Messages\*
- Email\*
- HECM Website\*
- Social Media\*
- Mobile Application\*
- Local Media
- Building Fire Alarms

The warning mechanisms denoted above by (\*) can be activated by HECM Alert. HECM Alert is HECM's opt-out emergency notification system that gives HECM the ability to send emergency information advising of imminent threat through text messaging and mass email.

In addition to emergency messaging, timely warnings, as defined by The Clery Act, will be issued if a situation arises (either on or off campus) which in the best judgment of the Clery Compliance Officer or designee constitutes an ongoing or continuing threat to the HECM Health community.

Many factors are taken into account when deciding to and how to disseminate warnings. Below are some broad considerations for warning dissemination.

1. Type of hazard
  - What is the hazard? (Building fire, tornado, hazardous materials release)
  - What is the impact to the HECM? (Minor, major, catastrophic)
  - What is the potential for the situation to worsen?
  - Is the situation under control?
2. Life safety and property protection
  - What is the potential for death?
  - What is the potential for serious injury?
  - What is the potential for minor injury?
  - What is the potential for property damage?

- What is the potential for disruption to normal course of business?
- 3. Urgency
  - How soon does the message need to go out? (Seconds, hours, days)
  - Is there time for approval?
- 4. Audience
  - Who needs to be warned? (Students, faculty, staff, administrators, tenants, guests)
  - How many people need to be warned? (Few, dozens, hundreds, thousands)
- 5. System(s) capabilities
  - What are the limitations of each system? (Limited audience, lengthy delivery time)
  - How quickly can the messages be sent? (Immediately, minutes, hours)

# Attachment 3: Altered Operations for Inclement Weather

## *Purpose*

This procedure is to outline the authorities, operations, and responsibilities for altering campus operations due to the threat of or actual inclement weather. Alteration of campus operations is defined as the early dismissal, delayed opening, or campus closure.

## *Authorities*

HECM retains local authority for the decisions relating to altering campus operations due to inclement weather.

HECM retains local authority to issue an HECM Alert to the campus population regarding the altered operation.

## *Procedure*

Each campus will:

- Monitor local weather to determine if altered campus operations are warranted.
- Coordinate their decisions to alter campus operations with other TAMU components in the same jurisdiction.
- Take into consideration the actions of local school districts or other higher education institutions.
  - If local school districts and/or other higher education institutions alter their operations, the respective campus may alter their operations.
  - If local school districts and/or other higher education institutions remain open, the respective campus should remain open.
- Notify the following individuals, via a group email or text message, of the determination of altered operations and the reason for such determination.
  - Provost Office Representative
  - TAMU Executive Director of Emergency Management
  - TAMU Assistant Director of Emergency Management
- Issue the HECM Alert if campus operations will be altered.

## *Essential Operations Team*

The following individuals are designated to serve as the Essential Operations Team during emergencies requiring on-site presence to support population protective actions and maintain critical campus functions.

Composition may be altered or vary depending on the nature and impact of the situation.

Members of the Essential Operations Team retain their primary roles and responsibilities as outlined for the Emergency Coordination Team (ECT) within this plan. When activated, these individuals are expected to remain on-site (or on standby, as noted) to carry out their normal ECT functions in support of population protective actions and the continuity of critical campus operations. No additional duties are assigned beyond those described for their ECT roles, unless otherwise directed by the Senior Administrator based on incident-specific needs.

Essential Operations Team:

- Executive Director
- Assistant Director of Student Affairs
- Security Staff
- Senior Administrator (on standby)
- Additional members of the Emergency Coordination Team, as appropriate to the situation

**Resources**

| Entity                   | URL   |
|--------------------------|---|
| HECM website             | <a href="https://mcallen.tamu.edu">https://mcallen.tamu.edu</a>           |
| Local News – Weather     | <a href="https://www.krgv.com/weather/">https://www.krgv.com/weather/</a> |
| National Weather Service | <a href="https://www.weather.gov/bro/">https://www.weather.gov/bro/</a>   |
| TXDOT Highway Conditions | <a href="http://www.drivetexas.org">http://www.drivetexas.org</a>         |