



TEXAS A&M
FORT WORTH

Texas A&M University Emergency Management

Emergency Operations Plan

Fort Worth Campus

September 2026



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Signatures of Approval

This plan serves as a guide to how the Texas A&M-Fort Worth Campus 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 campus or its operations.

This plan shall apply to all people participating in mitigation, preparedness, response, and recovery efforts for the Fort Worth Campus. Furthermore, tasked departments shall maintain their own procedures and actively participate in the training, exercising and maintenance needed to support this plan.

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

Approved: Kim McCuiston Date: 09/26/2026
Kim McCuiston (Sep 26, 2026 07:19:20 CDT)

Dr. Kim McCuiston
Associate Vice Chancellor and Director
Texas A&M-Fort Worth

Purpose

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

- Helps prepare the Fort Worth Campus employees, students, tenants, and visitors to successfully respond to an emergency.
- Allows the staff to attend promptly and efficiently to all individuals requiring medical attention in an emergency.
- Defines clear roles, responsibilities, and authorities in managing emergency situations.
- Provides processes for clear, rapid, factual, and coordinated communication for emergencies.
- Describes effective coordination among emergency organizations of the university; health system; local, state, and federal authorities.

Scope

Texas A&M-Fort Worth 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 Fort Worth Campus, to include the Law & Education Building, the Law School Building, the Law Clinic, and the immediately adjacent parking lots that are utilized by Texas A&M-Fort Worth personnel.

Situation Overview

General

The Texas A&M-Fort Worth Campus is located in Fort Worth, Texas, approximately 175 miles from the main Texas A&M University campus in College Station, Texas. The campus serves as a collaborative hub designed to advance education, innovation, research and service in North Texas. As part of the Texas A&M University System, it connects System universities, state agencies, and industry partners in a multidisciplinary environment that supports students, faculty, and staff. The campus brings together multiple System universities and state agencies, along with academic programs and industry partners consisting of Texas A&M

University, Texas A&M System, Tarleton State University, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, Texas Division of Emergency Management, Texas A&M-Corpus Christi, Texas A&M Engineering Experiment Station, Texas A&M Transportation Institution and Texas A&M Engineering Extension Service. This EOP outlines how the Texas A&M-Fort Worth will respond to various emergencies affecting its campus, as well as how it will interface with local emergency responders.

Hazards Analysis

The Fort Worth Campus 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.

Hazard Type	Likelihood of Occurrence (Low Medium High)	Estimated Impact on Public Health and Safety (Low Medium High)	Estimated Impact on Property (Low Medium High)
Civil Disorder	Low	Low	Low
Energy/Fuel Shortage	Low	Low	Low
HazMat Release	Low	Low	Low
Structural Fire	Low	Medium	Medium
Terrorism	Low	Medium	Low
Water System Failure	Low	Medium	Low
Flash Flooding	Low	Medium	Low
Infectious Disease Outbreak	Low	High	Medium
Tornado	Medium	High	High
Winter Storm	High	Medium	Low
Civil Disorder	Low	Low	Low
Energy/Fuel Shortage	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.

Capability Assessment

The Fort Worth campus does not maintain its own emergency services therefore emergency services are provided by the City of Fort Worth/Tarrant County. However, TAM-FW contracts with Fort Worth Police Department to provide onsite law enforcement and contracts with TAMU UPD for non-commissioned security.

The primary and secondary agencies for emergency services are listed below.

Agency Type	Primary	Secondary
Emergency Medical Services	Fort Worth Fire-Rescue Department	
Fire Services	Fort Worth Fire-Rescue Department	
Law Enforcement	Fort Worth Police Department	Tarrant County Sheriff's Office
Public Health	Tarrant County Health Department	

Planning Assumptions

In addition to the planning assumptions provided within the Texas A&M University's Emergency Operations Plan, the following are planning assumptions specific to the Fort Worth Campus.

- The Fort Worth Campus is 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 emergencies occur with little or no warning.
- The Fort Worth Campus relies on emergency services from the local jurisdictions. Therefore, the campus is prepared to carry out the basic initial life safety actions since it may take time for emergency services to arrive.
- Proper planning and preparedness activities with local emergency services ensure effective and coordinated response.

- Proper mitigation actions, such as 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 our readiness to deal with emergency situations.
- The Fort Worth Campus staff must recognize their responsibilities for the safety and well-being of employees, students, patients, and visitors; and assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of this plan reduces or prevents disaster-related losses.

Concept of Operations

General

Texas A&M-Fort Worth has set priorities that must be coordinated with local responders. These response priorities are:

- Protection of life safety of employees, students, and visitors;
- Providing prompt and effective emergency medical care;
- 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 Texas A&M-Fort Worth operations.

Emergency Authorities

To meet these priorities, the campus officials can implement appropriate population protection activities (e.g. evacuations or sheltering in place) before the arrival of emergency personnel, issue timely emergency notifications and warnings, coordinate emergency public information, ensure interoperable emergency communications, and coordinate with local emergency services personnel.

Due to the nature of some emergencies, rapid decisions for the sudden onset emergencies (e.g., building fire, chemical spill, active shooter, etc.) must be made. Some decisions include, but are not limited to:

- The issuance of population protective actions;
- The alteration of personnel schedules in support of an emergency response; and
- The identification of trained personnel as deemed essential for maintaining critical campus operations.

For emergencies with longer lead times (e.g., winter weather), the senior administrators, in consultation with Texas A&M Emergency Management, 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.

Population Protective Actions

Depending on the nature of the emergency, the Fort Worth Campus trained personnel may implement population protective actions prior to the arrival of local emergency personnel. Population protective actions, per Building Emergency Action Plans, include:

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

Emergency Notification and Warning

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

When the Texas A&M-Fort Worth Local Emergency Management Team has made the decision to act on an emergency that affects the Fort Worth Campus, and after local emergency responders have been notified, the TAM-FW Emergency Manager, or alternate, will immediately initiate a TAM-FW Alert message if it meets the criteria for activation of the system. Decision criteria for issuing warnings can be found in Attachment 2 of the EOP.

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 of the EOP.

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

Emergency Public Information

The Texas A&M-Fort Worth Executive Director of Marketing and Communications handles media relations as part of their normal responsibilities. During an emergency, the Texas A&M-Fort Worth Executive Director for Marketing & Communications will be responsible for interfacing with local and national media who may be interested in covering the incident.

Should the Executive Director of Marketing and Communications become overwhelmed with media requests, the TAMUS Marketing & Communications Department can assist by implementing their Emergency Communications Plan.

Emergency Communications

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

Communications Equipment

- Telephones, cellular or landline, are the primary means of communication for contacting key emergency responders and the Local Emergency Coordination Team members.
- Public Announcement system is available for mass communication
- Motorola radios are available to essential personnel as required
- Bullhorns are available in the offices of the Floor Coordinators and a number of other locations on each floor of the law school building.

Interface with Local Responders

The Texas A&M-Fort Worth relies on the Fort Worth Police Department for its law enforcement and the Fort Worth Fire Department for fire suppression and emergency medical services (EMS). In the event that an emergency at the Fort Worth Campus requires police, fire, or EMS assistance, the first available person should call 911 from a campus phone to notify emergency responders immediately.

Prior to the arrival of emergency responders, members of the Emergency Coordination Team should take actions as appropriate per their training in response to the incident.

Upon arrival to the campus, emergency responders may choose to establish an Incident Command Post (ICP) per their policies/procedures. The Fort Worth Campus Security, as a member of the Local Emergency Coordination Team, will serve as a liaison between the Texas A&M-Fort Worth campus and city emergency responders.

Interface with Tenant Organizations

Texas A&M-Fort Worth's first priority during an emergency is to protect life safety and property. After emergency actions have been initiated per the EOP, notifications to the tenant's parent organization should be made by the tenant.

Organization and Assignment of Responsibilities

Organization

Senior Administrators

- Associate Vice Chancellor and Director
- Director of Facilities Administration
- Director of Operations

Local Emergency Coordination Team

Texas A&M-Fort Worth staff have identified key individuals to be members of the Local Emergency Coordination Team, to act in their specific roles and bear the responsibilities listed below. Members of the Local Emergency Coordination Team include:

- Associate Vice Chancellor and Director, TAM-FW
- Director of Facilities Administration, TAM-FW
- Director of Operations, TAM-FW
- Executive Director of Marketing and Communications, TAM-FW
- Assistant Director of Campus Facilities Operations, TAM-FW
- Emergency Manager
- Environmental Health & Safety Specialist
- Security Supervisor
- UPD Designee

Tenant Liaisons

The individuals listed below serve as the lead designees for tenant organizations. These individuals serve as the liaison between TAM-FW leadership and their parent organizations.

- Texas A&M University, School of Law
 - Chief Operating Officer & Dean
- Tarleton State University
 - Vice President for External Operations & Dean
- Texas A&M AgriLife
 - Interim Director, AFNEC
- Texas Division of Emergency Management
 - Assistant Chief
- Texas A&M-Corpus Christi
 - Project Manager
- Texas A&M Engineering Extension Service
 - Director of Strategic Initiatives, Office of Workspace Development
- Texas A&M Transportation Institute
 - Director and Research Engineer

Building Floor Proctors

The 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.

Critical/Essential Personnel

Some university employees (e.g., security etc.), because of the nature of their jobs, may be identified as “essential personnel”. Essential personnel will be identified as such by their supervisors based on their roles and responsibilities during an emergency.

Assignment of Responsibilities

Senior Administrators

The senior administrators will serve as the lead of the Local Emergency Coordination Team. In this capacity, the senior administrators are the lead administrators for the Fort Worth Campus and maintain authority of building operations during emergency situations.

- Provide plan oversight, coordination with applicable stakeholders
- Establish building and departmental internal emergency notification lists
- Obtain and distribute information to building occupants or gather information as needed for dissemination to clinicians, staff, resident students, and visitors of Texas A&M-Fort Worth.
- 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.

Emergency Management

- Maintain this plan for presentation to and approval by the senior administrators – as listed in this plan – for final approval and signature
- Schedule training and implement annual drills
- Create and establish annual training and exercise schedules to test functionality of the plan
- Coordinate with emergency responders and Texas A&M-Fort Worth administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Solicit a list of self-identified persons (students, employees, and/or visitors) with functional needs using the facility at any given time (Americans with Disabilities Act requirement).

- Maintain a “Go Kit” – each member should maintain a “Go Kit”. Each “Go Kit” will be unique and should include items such as a copy of the Emergency Operations Plan, key contact lists, and any files specific to the member’s position on the ECT. “Go kits” can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the Texas A&M-Fort Worth emergency operations center.
- Initiate building and center internal emergency notification lists when the emergency is verified by the safety officer, security manager, or their designee.
- Notify TAMU Emergency Management of the nature of emergency.

Environmental Health and Safety (EHS)

- Deploy Building/Floor Proctors for evacuation or sheltering-in-place as required.
- Report to the established command post and provide assistance as needed to emergency responders.
- Provide information to emergency responders about chemical inventories, research operations, etc. that may impact the response
- Notify immediate supervisor.

Security

- Meet and assist emergency responders upon arrival and convey specific information about hazards in the building, access, locations of persons with functional and access needs.
- Serves as a liaison with local law enforcement
- Provides access control of the building
- Notify immediate supervisor.

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 warnings as needed

- Coordinates public information messaging with campus administrators, Emergency Management, and Texas A&M University Marketing & Communications.

Lines of Succession

Associate Vice Chancellor and Director

- Director of Facilities Administration

Security Supervisor

- Assistant Security Supervisor

Assistant Director of Campus Facilities Operations

- Security Supervisor

Executive Director of Marketing & Communications

- Director of Operations

Environmental Health & Safety Specialist

- Environmental Health & Safety Specialist Supervisor

Emergency Manager

- Interim Executive Director

Direction, Control, and Coordination

General

The emergency management structure and communication flow will generally follow normal day-to-day operations. TAM-FW administration will coordinate the TAMUS offices in College Station. Tenant organizations will coordinate with their parent organizations.

Emergency Operations Center (EOC)

Texas A&M-Fort Worth has identified the following Command Post locations out of which the ECT will operate and make executive level decisions during an emergency.

- Law & Education Building, 8th Floor Conference Room

- This will be the primary location for ECT members to meet during an emergency. This location should be used in all instances when the location can still safely be accessed during the emergency.
- Law School Building, Student Services, Room 160
 - This will be the alternate location for ECT members to meet during an emergency. This location should be used in all instances when the location can still safely be accessed during the emergency.
- Depending on the situation, a virtual EOC can be utilized by the Local Emergency Coordination Team through MS Teams or other web-based collaboration systems.

Administration, Finance, and Logistics

Agreements and Contacts

- **Texas A&M University – Intra-System Agreements**
 - Police Department – Security
 - Facilities Card Access and Video Monitoring
 - Facilities Data and Analytics
 - Emergency Management
 - Environmental Health and Safety
 - Transportation Services – Fleet Management
 - Utility Energy Services – Building Automation
- **SSC**
 - Facilities Maintenance, Repair, Custodial, Landscaping
- **Allied Commercial**
 - Security Services
- **Utilities**
 - Direct Energy
 - Atmos
 - City of Fort Worth
- **Intra-System Agreements – Tenant Occupants**
 - Texas A&M University
 - Tarleton State University
 - Texas A&M – Corpus Christi
 - Texas Division of Emergency Management
 - Texas Transportation Institute
 - Texas A&M AgriLife

- Texas Engineering Extension Service

Plan Development and Maintenance

Maintenance

The Local Emergency Coordination Team maintains and updates this plan. The plan is 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 is provided to all departments and individuals tasked in this plan in addition to Texas A&M University Emergency Management.

Annual Plan Submission and Reporting

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

Testing, Training, and Exercises

Testing and Exercises

The Local Emergency Coordination Team members provide training to students, faculty, and staff annually with the assistance from Texas A&M Emergency Management.

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

After Action Reviews

Following an activation of the Emergency Operations Plan, members of the Local Emergency Coordination Team and senior administrators conduct an after-action review. The review of emergency responses can yield valuable feedback to the emergency planning process and enable the Fort Worth Campus personnel 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 is provided to Texas A&M University Emergency Management. Texas A&M University Emergency Management submits 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 is made available through Texas A&M University Emergency Management.

Authorities and References

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

Plan Contact Information

Name and Position	Email	Phone Number
Daniel Richmond, Emergency Manager	dcrichmond@tamu.edu	817.674.5029

Record of Change

Change Number	Date of Change	Description of Change	Change Made By:

Attachment 1: Additional Resources

There are no additional resources.

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 TAM-FW Alert.

Texas A&M-Fort Worth maintains a robust warning system. Therefore, below is a non-comprehensive listing of available warning mechanisms.

- Text messages*
- Email*
- Texas A&M-Fort Worth website*
- Social media*
- Mobile application*
- Local media
- Building fire alarms

The warning mechanisms denoted above by (*) can be activated by TAM-FW Alert. TAM-FW Alert is Texas A&M-Fort Worth's opt-out emergency notification system that gives Texas A&M-Fort Worth the ability to send emergency information advising of imminent threat to Texas A&M-Fort Worth components 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 Texas A&M-Fort Worth 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
 - a. What is the hazard? (Building fire, tornado, hazardous materials release)

- b. What is the impact to the Fort Worth Campus or component? (Minor, major, catastrophic)
 - c. What is the potential for the situation to worsen?
 - d. Is the situation under control?
- 2. Life safety and property protection
 - a. What is the potential for death?
 - b. What is the potential for serious injury?
 - c. What is the potential for property damage?
 - d. What is the potential for disruption to normal course of business?
- 3. Urgency
 - a. How soon does the message need to go out? (Seconds, hours, days)
 - b. Is there time for approval?
- 4. Audience
 - a. Who needs to be warned? (students, faculty, staff, administrators, tenants, guests)
 - b. How many people need to be warned? (few, dozens, hundreds, thousands)
- 5. System(s) capabilities
 - a. What are the limitations of each system? (limited audience, lengthy delivery time)
 - b. 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

TAM-FW administration retains local authority for the decisions relating to altering campus operations due to inclement weather and has the authority to issue a TAM-FW Alert regarding the altered operations.

Procedure

The TAM-FW campus will:

- Monitor local weather to determine if altered campus operations are warranted.
- 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.
- Issue the TAM-FW Alert for the campus, if campus operations will be altered.

Upon notification of altered campus operations, TAM-FW Marketing & Communications will issue media releases.

Resources

Entity	URL
City of Fort Worth Office of Emergency Management	https://www.fortworthtexas.gov/departments/em
Tarrant County Office of Emergency Management	https://www.tarrantcountytexas.gov/en/administratio n/staff/county-emergency-management.html

Entity	URL
Local News – Weather	http://www.fox4news.com/ http://www.wfaa.com/ http://dfw.cbslocal.com/ http://www.kera.org/
National Weather Service	http://www.weather.gov/
Fort Worth Independent School District	https://www.fwisd.org/
TXDOT Highway Conditions	http://www.drivetexas.org