



School of Law

Texas A&M University Emergency Management

Emergency Operations Plan

School of Law

December 2024



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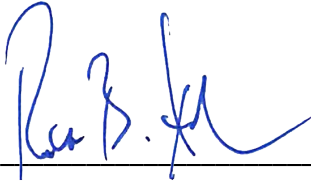
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Signatures of Approval

This Emergency Operations Plan and its contents is a guide to how the Texas A&M School of Law 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 facility or its operations.

This plan shall apply to all persons 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 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:  Date: 04/14/2025

Robert B. Ahdieh
Dean and Anthony G. Buzbee Endowed Dean's Chair
Texas A&M University School of Law

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 the 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 School of Law 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 Burnett Plaza, the Law Clinic, and the immediately adjacent parking lots that are utilized by Texas A&M School of Law personnel.

Situation Overview

General

The Texas A&M University School of Law is located in Fort Worth, Texas, approximately 175 miles from the main Texas A&M University campus in College Station, Texas. Despite its geographic distance, the School of Law is an extension of the main campus and relies on College Station for many of its support functions. As such, this Emergency Operations Plan (EOP) has been implemented as a supplement to the Texas A&M University Emergency Operations Plan. This EOP outlines how the School of Law will respond to various emergencies affecting its campus, as well as how it will interface with local emergency responders and the TAMU College Station campus.

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, it does maintain a non-commissioned security department that controls building access, coordinates with local responding agencies, etc.

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 School of Law.

- The School of Law 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 School of Law 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 School of Law 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

The School of Law 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 law school 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 School of Law 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 law school Emergency Management Team has made the decision to act on an emergency that affects the law school, and after local emergency responders have been notified, a member of the Law Alert Activation Group will immediately initiate a Law 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 School of Law Associate Director for Marketing and Communications handles media relations as part of their normal responsibilities. During an emergency, the School of Law Director for Marketing & Communications will be responsible for interfacing with local and national media who may be interested in covering the incident.

Should the Director for Marketing and Communications become overwhelmed with media requests, the TAMU College Station 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 EMT 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 EMT members.
- 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 University School of Law 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 law school 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 Management 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 law school facilities manager, as a member of the Emergency Management Team, will serve as a liaison between the law school and city emergency responders.

Interface with TAMU College Station Campus

The School of Law relies on the TAMU College Station campus for many support functions. A list of services including key contact information in the event of an emergency are found in Attachment 3 of the EOP.

The School of Law'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 TAMU Office of the Provost should be made. Key administrators at the TAMU College Station campus receive emergency notifications from the Code Maroon Law Alert System. However, additional information concerning the nature of the incident, number/type of injuries, status of the facility, etc., will be reported to the Office of the Provost and should include status updates provided, as appropriate, until the situation is resolved.

Organization and Assignment of Responsibilities

Organization

Senior Administrators

- School of Law Dean

Local Emergency Coordination Team

The School of Law 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:

- Dean, School of Law
- Law Admissions, School of Law
- Senior Associate Dean, School of Law
- Assistant Dean, Career Services, School of Law
- Assistant Dean, Finance and Administration, School of Law
- Law Library, School of Law
- Assistant Dean, Student Affairs, Admissions & Scholarships, School of Law

- Environmental Health & Safety Specialist Supervisor
- Security Captain
- Emergency Management Specialist

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 School of Law and maintains authority of building operations during emergency situations.

Local 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
- Assist with scheduling training and implementing annual drills
- Assist with creating and establishing annual training and exercise schedules to test functionality of the plan
- Establish building and departmental internal emergency notification lists
- Coordinate with emergency responders and Texas A&M School of Law administrators regarding, but not limited to, emergency needs, status reports, and communications.
- Obtain and distribute information to building occupants or gather information as needed for dissemination to clinicians, staff, resident students, and visitors of the School of Law.

- 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.
- 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 EMT. "Go kits" can be kept on memory sticks (flash drives) and will be encrypted or password protected if possible.
- Report to the School of Law 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.
- Deploy Building/Floor Proctors for evacuation or sheltering-in-place as required.
- Notify TAMU Emergency Management of the nature of emergency.

Environmental Health and Safety (EHS)

- 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.
- If appropriate initiate Law Alert protocols, as part of the Law Alert Team.
- 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

Receiving

- Allow no one to use the freight elevator except to the Fort Worth Fire-Rescue Department.
- Restrict access to the building through the loading dock area.
- Close all doors including the alcohol storage room.

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

School of Law Dean

- Senior Associate Dean

Environmental Health & Safety Specialist Supervisor

- Director, Remote Campus Programs and Administrative Operations

Security Manager

- Assistant Security Manager

Facilities Manager

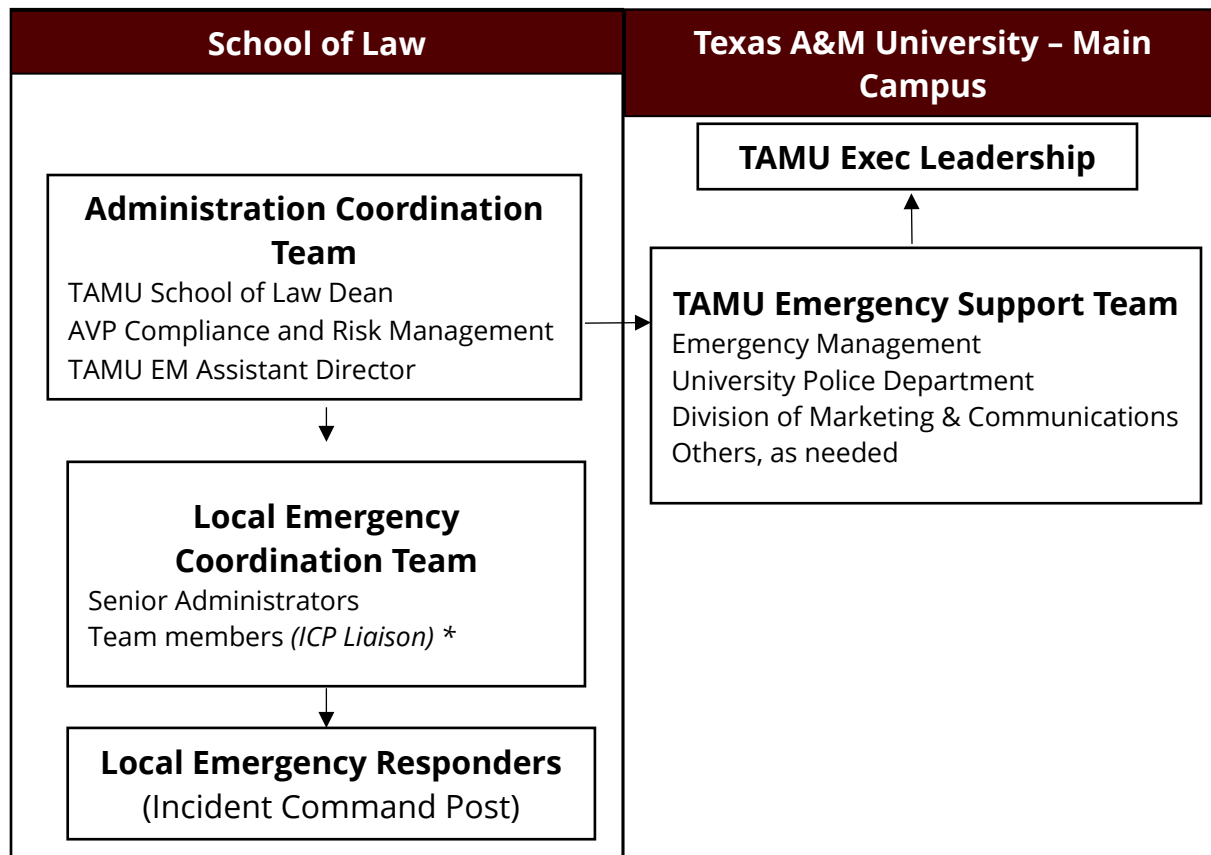
- Assistant Dean for Finance and Operations

Direction, Control, and Coordination

General

The emergency management structure and communication flow will generally follow normal day-to-day operations. However, some emergency situations may require a more structured organization to facilitate communication and

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



Emergency Operations Center (EOC)

The School of Law has identified the following Command Post locations out of which the EMT will operate and make executive level decisions during an emergency.

- Student Services, Room 160
 - This will be the primary location for EMT 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.
- Sheraton Fort Worth, 1701 Commerce Street, Fort Worth, Texas 76102
 - This will be the alternate location for EMT members to meet during an emergency. This location should be used in all instances where the primary location is unavailable, but the campus can still be safely accessed.

- Law School Legal Clinics, 307 W.7th Street, Fort Worth, TX 76102
 - This will be the off-campus location for EMT members to meet during an emergency. This location should be used when the on-campus locations are unavailable for any reason.

Administration, Finance, and Logistics

Agreements and Contacts

There are no agreements or contracts specific to the School of Law Campus.

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 Dallas 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
Matt Pellegrino, Facilities Manager	mpellegrino@law.tamu.edu	817.212.4125

Record of Change

Change Number	Date of Change	Description of Change	Change Made By:
1	9/11/2015	Updating contact and office location information.	Joan Stringfellow
2	1/20/2016	Updated contact information and office locations.	Joan Stringfellow
3	1/20/2016	Corrections and contact info updates	Rebecca Key
4	10/27/2017	Update Floor Coordinator list	Lee Ford
5	3/21/2018	Update contact lists	Joan Stringfellow & Matt Pellegrino
6	6/25/2018	Corrections after TAMU reviewed.	Joan Stringfellow
7	8/28/2018	Edits after new Dean arrives and other personnel changes.	Joan Stringfellow
8	9/25/2018	Removed outdated weapons section.	Joan Stringfellow
9	2/15/2019	Updated offices	Joan Stringfellow
10	1/24/2020	Updated offices	Joan Stringfellow
11	6/15/2022	Updated personnel	Joan Stringfellow & Matt Pellegrino
12	9/15/2023	General Updates, Remove floor coordinators, add proctors, change meeting locations.	Matt Pellegrino
13	12/9/2024	Updated format, Inputted Hazard Analysis and Capability Assessment, Contacts List	Daniel Richmond

Attachment 1: Additional Resources

NAME	DIRECTOR	GROUP	OFFICE	EMAIL
Robert Ahdieh	Dean	Senior Staff	817.212.3838	ahdieh@law.tamu.edu
Gary Lucas	Senior Associate Dean	Senior Staff	817.212.3922	glucas@law.tamu.edu
Vivienne Crooks	Assistant Dean for Finance and Operations/Occupancy	Senior Staff	817.212.4082	vcrooks@law.tamu.edu
Matt Pellegrino	Occupancy (Alternate)	Code Maroon Law Alert Group-Level 1	817.212.4125	mpellegrino@law.tamu.edu
Cliff Smith	Senior Director of Marketing	Senior Staff	817.212.3823	cliffsmith@law.tamu.edu
Chad Ballenger	Communications/IT	Code Maroon Law Alert Group Level 1	817.212.3845	cballenger@law.tamu.edu
Kirsten Evans	Web Communications	Website Information Coordination	817.212.4106	tkevans@law.tamu.edu
Eric Baze	Security/ERT Liaison	Law School Contract Security	817.212.3999	Eric.baze@aus.com
Terence Cook	Dean of Student Affairs	Senior Staff/Title IX	817.212.4045	tcook@law.tamu.edu
Jeff Green	Admissions	Director – Admissions	817.212.3866	jeffgreen@law.tamu.edu

Faleca Dawson	Student Services (Alternate)	Associate Registrar – Law School	817.212.4046	fdawson@law.tamu.edu
Tammy Hubbard	Student Services (Alternate)		817.212.4043	tjhubbard@tamu.edu
Lisa Goodman	Library Operations	Senior Staff	817.212.3938	Lisa.goodman@law.tamu.edu
Joan Stringfellow	Library Operations (Alternate)	Head of Library Technical & Electronic Services	817.212.3824	jstringfellow@law.tamu.edu
William Cole	IT/Telecom (Alternate)	IT Media Services Associate	817.212.4063	wcole@law.tamu.edu
Terri Helge	Associate Dean of Academic Affairs	Law School	817.212.3942	thelge@law.tamu.edu
Lori Rogde	Director of Clinic Operations	Star-Telegram Building	817.212.3954	lrogde@law.tamu.edu
David Dye	Assistant Dean of Graduate Programs	Burnett Plaza	817.212.4194	ddye@law.tamu.edu

Floor Proctors are responsible for assisting during emergencies per their training and assigned areas. The following is a list of those members and their contact information.

FLOOR	NAME	DESK NUMBER
Lower Level	Sharon Jefferson	817-212-3815
	Perren Reilly	817-212-3817
First Floor	Security	817-212-3999
	Matt Pellegrino	817-212-4125
Second Floor	Allison Pawlowski	817-212-4111
	Kris Woods	817-212-4180

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 Law Alert.

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

- Text messages*
- Email*
- School of Law website*
- Social media*
- Mobile application*
- Local media
- Building fire alarms

The warning mechanisms denoted above by (*) can be activated by Law Alert. Law Alert is the Texas A&M School of Law's opt-out emergency notification system that gives Texas A&M School of Law the ability to send emergency information advising of imminent threat to Texas A&M School of Law 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 School of Law 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 School of Law 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

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

Each campus retains local authority to issue a Law 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.
 - Chief of Staff, Provost Office
 - TAMU Executive Director of Emergency Management
 - TAMU Assistant Director of Emergency Management
- Issue the Law Alert for their respective campus, if campus operations will be altered.

Upon notification of altered campus operations, Texas A&M University Emergency Management will:

- Notify Texas A&M School of Law Marketing & Communications for media releases.
- Notify the Texas A&M School of Law Webmaster to post alerts on appropriate websites.
- Send out a Law Alert covering multiple campuses if inclement weather impacts multiple campuses simultaneously, rather than multiple campuses sending out Law Alerts individually.

Resources

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