East Fort Worth Montessori Academy
Multi-hazard

Emergency Operations Plan

Revised and Updated August 2025

TxSSC, 2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

Formal Adoption Statement

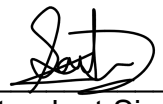
East Fort Worth Montessori Academy and its stakeholders expect that schools remain safe havens for education. However, East Fort Worth Montessori Academy cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus, and all staff, must be prepared to ensure efficient and effective operations and response efforts for any emergency incident. Through emergency management, the district plan helps to ensure that East Fort Worth Montessori Academy continues to provide a safe, orderly learning environment for every student and every campus. East Fort Worth Montessori Academy emergency management process embraces state and federal standards and proven practice.

This plan is known as East Fort Worth Montessori Academy Multi-hazard Emergency Operations Plan (EOP). The plan and supporting documents provide the framework that outlines the district's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

East Fort Worth Montessori Academy Superintendent is responsible for approving and ensuring the formal adoption of this plan, which supersedes and rescinds all previous East Fort Worth Montessori Academy emergency operation plans. It is designed for use alongside local, regional, state, and federal emergency management plans. The district EOP and related appendices, including individual campus emergency preparedness plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the District Audit Review as set forth in Texas Education Code Chapter 37.108 or as district policy changes dictate.

In the event that any portion of this EOP or supporting documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The Superintendent may develop and distribute minor changes to this plan. Revisions and recertification will be signed by the Superintendent.

This Basic Plan is hereby approved for implementation and supersedes all previous versions.



10/2/25

Superintendent Signature

Mrs. Sukai Durosimi

Superintendent Name

08/12/2025

Date (mm/dd/yyyy)

Record of Changes

Record of Changes and Annual Review

In accordance with Texas Education Code 37.108(a)(7), the Superintendent is responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management, and Homeland Security planning guidance. Prior to the start of each school year, the district will complete a review of East Fort Worth Montessori Academy EOP to include updates to organizational and contact information, plan review, training, and exercise.

Record of Changes and Annual Review Table

Change Number	Date of Change (mm/dd/yyyy)	Name of Person Updating or Reviewing	Title of Person Updating or Reviewing	Summary of Significant Changes and Annual Review
1	3/5/2021	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Review and Updates to MEOP
2	8/5/2021	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Update School Safety and Security Committee Members
3	5/31/2022	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Review of the New Template from TXSSC for updates to ours
4	10/19/2022	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Intruder Audit, Safety Committee Meeting Debrief, Board Approved EOP
5	3/2/2023	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Annual all Staff Safety Training, Update Active Shooter Annex
6	3/8/2023	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Update to Committee Roles, Annual Door Audit
7	4/6/2023	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Hazard Analysis – Add additional hazards and the order of hazards.
8	4/6/2023	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Revise and Updated EOP from Fall 2022 EOP Review by TXSSC
9	8/8/2024	Sukai Durosimi	Emergency Management Coordinator/Superintendent	All Staff Safety Training, Stop the Bleed

10	8/27/2024	Sukai Durosimi	Emergency Management Coordinator/Superintendent	All First Responders Walk-Through
11	8/30/2024	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Annual Review and Update to MEOP
12	8/30/2024	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Update School Safety and Security Committee Members
13	10/8/2024	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Board Approved MEOP
14	8/6/2025	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Annual All Staff CRASE Training, Stop the Bleed, First aid training
15	8/7/2025	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Safety Committee Meeting
16	8/12/2025	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Board Approved MEOP and Annexes
17	8/22/2025	Sukai Durosimi	Emergency Management Coordinator/Superintendent	First responders walk-Through
18	8/29/2025	Sukai Durosimi	Emergency Management Coordinator/Superintendent	Safety Committee Meeting to review and develop Safety Audit Narrative
19	10/01/2025	Sukai Durosimi	Emergency/Management Coordinator/Superintendent	Updated MEOP Multi hazard

Record of Distribution

Updated versions of East Fort Worth Montessori Academy Basic Plan have been distributed to the following district members as well as responding and coordinating agencies identifying their receipt, review, and intent to use this EOP during an emergency incident.

Record of Distribution Table		
Name of Person Receiving	**Name of District or Agency Receiving**	**Delivery Date** (mm/dd/yyyy)
Mr. Jason Richmond	East Fort Worth Montessori Academy, Principal (EFWMA)	8/14/2023
Chief Jim Davis	Ft Worth Fire Dept, Station 20	8/14/203
Officer Frederick Nelson	Ft Worth Police Department, Eastside Division	8/14/2023
Mr. Troy Gardner	EFWMA School Board President	8/24/2023
Mrs. Sandy Joyce	EFWMA School Board Member	8/24/2023
Mrs. Amy Gonzales	Williams Company Reunification Center	8/24/2023
Lieutenant William Wallace	Texas Department of Public Safety Tarrant County	8/24/2023
Mr. Jason Richmond	East Fort Worth Montessori Academy, Principal (EFWMA)	10/8/2024
Chief Jim Davis	Ft Worth Fire Dept, Station 20	10/8/2024
Officer Elsie Espinoza	Ft Worth Police Department, Eastside Division	10/8/2024
Mr. Troy Gardner	EFWMA School Board President	10/8/2024
Mrs. Sandy Joyce	EFWMA School Board Member	10/8/2024
Lieutenant William Wallace	Texas Department of Public Safety Tarrant County	10/8/2024
Mrs. Ringnolda Tremain	East Fort Worth Montessori Academy, Principal (EFWMA)	8/12/2025
Chief Jim Davis	Ft Worth Fire Dept, Station 20	7/14/2025
Mr. Troy Gardner	EFWMA School Board President	8/12/2025
Mrs. Sandy Joyce	EFWMA School Board Member	8/12/2025
Officer Elisa Espinoza	Ft Worth Police Department, Eastside Division	8/22/2025
Lieutenant William Wallace	Texas Department of Public Safety Tarrant County	8/22/2025
Safety Committee	EFWMA Safety Committee	8/12/2025
Upcoming Safety Committee Meeting	EFWMA Safety Committee	10/09/2025

Table of Contents

Section 1.0 Purpose, Scope, and Objectives 1
- Purpose
- Scope
- Objectives

Section 2.0 Authority and Guidance 3

Section 3.0 District Hazard Analysis 4

Section 4.0 Situation Overview and Assumptions 5
- Situation Overview
  - Plan Organization
  - Individuals with Access and Functional Needs
  - Facilities and Campuses
  - Portable Buildings
  - Resources
- Assumptions

Section 5.0 Concept of Operations 10
- Approach to Emergency Management
- Emergency Operations Organization
- Emergency Training
  - Drills
  - Exercises
- Five Phases of Emergency Management
  - Prevention
  - Mitigation
  - Preparedness
  - Response
  - Recovery
- Physical and Psychological Safety

Section 6.0 Assignment of Responsibilities 17

Section 7.0 Direction and Control 23
- General Information
- Chain of Command
- Agency Coordination

Section 8.0 Public Information Officer 25

Section 9.0 Administration and Support 26
- Purchasing
- Reporting
- Recordkeeping

Section 10.0 Development and Maintenance Process 28

Section 11.0 Explanation of Terms 29
- Acronyms
- Definitions

Section 12.0 Attachments 32
Attachment 1: District Hazard Analysis 32
Attachment 2: Formal Agreements 34
Attachment 3: School Safety and Security Committee 35
Attachment 4: Safety and Security Audits 37
Attachment 5: Distribution of Emergency Maps and First Responders Walkthroughs 38
Section 13.0 Annexes 41

SECTION 1.0 – Purpose, Scope, and Objectives

A. Purpose

The purpose of this Multi-hazard Emergency Operations Plan (EOP) is to educate and inform the district about actions to follow before, during, and after an emergency incident by outlining the responsibilities and duties of administrators, faculty, staff, substitutes, students, response and coordinating agencies, and the whole community. The purpose of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency operations, practices, collaboration, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been designed to meet the specific and individual needs, capabilities, and circumstances found throughout the district.

East Fort Worth Montessori Academy will review and update this EOP annually. These revisions will enhance our ability to support all phases of emergency management.

- Prevention
- Mitigation
- Preparedness
- Response
- Recovery

B. Scope

This EOP addresses district planning and procedures for all emergency incidents, applies to all district facilities and campuses, and ensures that the needs of individuals with access and functional needs are addressed.

This plan focuses on mitigating, preventing, and preparing for emergency incidents of all types that could impact the district. It is designed to ensure effective and efficient coordination of response and recovery efforts.

C. Objectives

East Fort Worth Montessori Academy Multi-hazard Emergency Operations Plan is a framework that supports the district's overall educational mission. The overall objectives of the Basic Plan are to:

- Prepare and protect all individuals covered by this plan against significant threats and hazards in a manner allowing vital interests and daily operations to continue.
- Reduce the loss of life and property by decreasing the impact of disasters.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs after an emergency incident.
- Assist whole communities recovering from an emergency incident with continued stabilization of vital life support systems and whole community restoration.

These objectives apply to all hazards and may be used to assist with any type of emergency incident requiring emergency operations, response, and recovery efforts.

This plan is applicable to all district sites (campuses, administration, transportation, and support facilities). East Fort Worth Montessori Academy will review and update the plans and supporting documents through activities that enhance its ability to prevent and mitigate, prepare for, respond to, and recover from emergency incidents of all types.

Section 2.0 – Authority and Guidance

Texas Education Code 12.104(b)(3)(v) states “an open-enrollment charter school is subject to school safety requirements under Texas Education Code 37.108.” This Basic Plan is developed under the authority of Texas Education Code 37.108(a) that states “each school district or junior college district shall adopt and implement a Multi-Hazard Emergency Operations Plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.” It aligns with federal, state, and local guidelines, and provides the framework for coordinating response efforts during an emergency incident. All actions and decisions outlined within this plan are guided by the principles set forth in the **National Response Framework** and the **Guide for Developing High-Quality School Emergency Operations Plans**, ensuring a structured and compliant response to any emergency event.

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the **National Incident Management System (NIMS)** as the “declared state standard for incident management.”

SECTION 3.0 – District Hazard Analysis

East Fort Worth Montessori Academy is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, staff, and substitutes. East Fort Worth Montessori Academy maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in Attachment 1: District Hazard Analysis. East Fort Worth Montessori Academy has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property.

SECTION 4.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation Overview

The situation overview provides an effective response to an emergency incident. This Multi-hazard Emergency Operations Plan (EOP) may be activated in part or in whole, as necessary, by the Superintendent.

This plan is to prevent or mitigate the effects of hazards that may affect the district. The district is located within Tarrant County, City of Fort Worth, and is serviced by the Education Service Center (ESC) 11.

East Fort Worth Montessori Academy Basic Plan describes the high-level responsibilities of the agencies and partners who have responsibilities within this plan and within the scope of prevention, mitigation, preparedness, response, and recovery. East Fort Worth Montessori Academy Basic Plan and those involved in emergency preparedness efforts strive to meet the needs of all residents, constituents, and individuals with access and functional needs.

East Fort Worth Montessori Academy Basic Plan is a comprehensive plan intended to provide guidance and resources. Incident responders should use judgment and discretion to determine the most appropriate actions at the time of an emergency incident.

1. Plan Organization

There are three components to East Fort Worth Montessori Academy EOP:

- Basic Plan
- Annex (Hazard Specific Annex and Functional Annex)
- Appendix

Plan Organization Table	
Component	**Description**
Basic Plan	Describes East Fort Worth Montessori Academy emergency management organization and a system of coordination.
Annex	**Functional Annex:** Describes East Fort Worth Montessori Academy actions that are consistently taken during any emergency incident impacting the district. **Hazard Specific Annex:** Addresses how East Fort Worth Montessori Academy responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.

Appendix	Attached to an annex, East Fort Worth Montessori Academy provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

2. Individuals with Access and Functional Needs

East Fort Worth Montessori Academy provides equal access to safety during emergency incidents, required drills, and district approved exercises for students and district personnel with access and functional needs in accordance with Texas Education Code 37.108(f)(4) and 37.1086(a). Individuals with access and functional needs are persons who may have temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

3. Facilities and Campuses

East Fort Worth Montessori Academy has a total of 1 facility. The district has 0 high school, 0 middle school, 0 intermediate school and 1 elementary school. A master list of facilities is available at the Principals Office, Front Office, and First Responders. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The district's current enrollment is approximately 110 students. The district staff comprises approximately 20 employees including district office staff, faculty, administrators, support staff, cafeteria staff, custodial staff, maintenance staff, and transportation staff.

East Fort Worth Montessori Academy Instructional Facilities
(real property that is used predominantly for teaching curriculum)
as of 08/01/2020

Name of Facility	Street Address	City	State	Zip Code
East Fort Worth Montessori Academy	501 Oakland Blvd	Fort Worth	TX	76103

East Fort Worth Montessori Academy Non-Instructional Facilities *(real property that is not primarily used for teaching curriculum)* as of mm/dd/yyyy				
Name of Facility	**Street Address**	**City**	**State**	**Zip Code**

4. (M) Portable Building Safety

East Fort Worth Montessori Academy currently has NO portable buildings as defined in Texas Administrative Code 61.1036.

5. Resources

East Fort Worth Montessori Academy will use district owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, East Fort Worth Montessori Academy has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to necessary resources during an emergency incident impacting the district.

East Fort Worth Montessori Academy has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure they have access to needed district resources during an emergency incident impacting the whole community.

A list of current agreements is found in Attachment 2: Formal Agreements. All current agreements can be obtained through East Fort Worth Montessori Academy legal office.

B. Assumptions

Planning requires a commonly accepted set of assumptions to provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what East Fort Worth Montessori Academy considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

- This EOP is intended to provide guidance but does not imply performance guarantees. East Fort Worth Montessori Academy may deviate from this plan, as necessary.

- Those district members, as well as responding and coordinating agencies listed in the Record of Distribution, acknowledge receipt, review, and intend to use this plan during an emergency incident.
- All facilities and campuses have created site-specific plans addressing their identified hazards.
- Students, faculty, staff, and substitutes are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.
- An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty, staff, and substitutes should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
- Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.
- Emergency incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
- East Fort Worth Montessori Academy is prepared to take initial response actions until help from responding agencies is available.
- Upon arrival, a member of a responding agency (law enforcement, fire, etc.) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident.
- An intentional threat against the district will result in security and law enforcement response actions.
- A quick and appropriate response will reduce the number and severity of injuries.
- A large-scale emergency incident requires an effective and coordinated response between the district, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, staff, and substitutes.
- During an emergency incident, faculty, staff, and substitutes are expected to perform tasks beyond their daily duties.
- Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.
- Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.

- East Fort Worth Montessori Academy will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Emergency incidents may result in one or more of the following:
  - Damage or destruction to public and private property.
  - Damage or destruction to public and private records.
  - Displacement of people and families.
  - Disruption of local services (sanitation, emergency medical services, fire, and police).
  - Disruption of utilities (electric, gas, internet, telephone, and water) and daily life activities.
  - Impacts on the environment.
  - Injury or loss of life.
  - Shortages of temporary or permanent housing.
  - Social and economic disruption.
- Achieving and maintaining effective district, whole community, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.
- Proper mitigation actions can prevent or reduce disaster related loss. 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 district formally adopted and implemented the National Incident Management System (NIMS).

Section 5.0 – Concept of Operations

A. Approach to Emergency Management

The Multi-Hazard Emergency Operations Plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each facility and campus will develop and test emergency plans. Faculty, staff, and resources may be limited; however, some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The Superintendent is responsible for emergency management planning for the district and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts. The Superintendent may also identify individuals whose responsibilities are to support the district's emergency management.

B. Emergency Operations Organization

To direct all planned events and emergency incidents the district will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while establishing a system for formal decision making.

C. (M)(JC) Emergency Training

To improve the district's readiness, East Fort Worth Montessori Academy conducts regular training with students, faculty, staff, and substitutes on the hazards identified in this EOP. Emergency training includes, but is not limited to, required emergency drills and district approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property.

1. **Drills:** A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. Per Texas Education Code 37.114, Texas Administrative Code 103.1209, and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains each legislatively mandated emergency drill with the definition and frequency in accordance with Texas Administrative Code 103.1209.

Emergency Drill Table		
Definitions are found at Texas Administration Code 103.1209.		
Drill	**Definition**	**Frequency**
Secure	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to act as protection to deny entry.	One per school year.
Lockdown	A response action schools take to secure (close, latch, and lock) interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.	Two per school year (once per semester).
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One per school year.
Shelter-in-place (for either severe weather or hazmat)	A response action schools take to quickly move students, staff, and visitors indoors, for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter. Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.	One per school year for severe weather. One per school year for hazmat.
Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	School districts and open-enrollment charter schools should consult with the local authority having jurisdiction (e.g., fire

		marshal) and comply with its requirements and recommendations. If a district does not have a local authority, it shall conduct four per school year (two per semester).

2. **Exercises:** A preparedness training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss of life or property are at risk. Per Texas Administration Code 103.1211(b), local education agencies (including school districts and open-enrollment charter schools), are not required to conduct active threat exercises; however, should a district choose to conduct an active threat exercise, the district shall ensure the exercise meets requirements specified within Texas Education Code 37.1141.

D. (M)(JC) Five Phases of Emergency Management

In compliance with Texas Education Code 37.108(a), this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

In compliance with Texas Education Code 37.108(a), the district has identified the following actions for all phases of emergency management.

1. **Prevention:** Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.

Prevention Actions Table
East Fort Worth Montessori Academy identified the following actions for the prevention phase of emergency management.
Follow procedures for Bullying Prevention according to Texas Education Code 37.0832(c).
Cyberbullying prevention includes faculty, staff, and substitute training with updated legislation and procedures.
Anonymous Incident and Bullying Reporting Online.
Pandemic virus and influenza sanitation measures include routine E-misting of buildings.

Building access control procedures including cameras and call in stations.
Student and staff ID system.
Visitor badging.
Conduct unauthorized Intruder Training.
Install vape and decibel detection devices on secondary campuses.
Update camera system.
Unannounced Intruder Detection Audits.
Complete a Safety and Security Audit for state accountability every three years and present the findings to the board of trustees as required.
Debrief with the safety committee after a drill for continuous imporvement

2. **Mitigation:** Actions that include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an emergency incident and providing value to the public by creating safer communities.

Mitigation Actions Table
East Fort Worth Montessori Academy identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Install barrier fencing around campuses.
Lock exterior doors with call in cameras.
Enclose vestibules.
Install weather and intruder resistant doors and keyless entries.
Ensure bracing and locking of chemical cabinets.
Check technological updates, including protected storage of district information.
Install phones and walkies in classrooms and offices.

3. **Preparedness:** Actions that include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during emergency incident response.

Preparedness Actions Table
East Fort Worth Montessori Academy identified the following actions for the preparedness phase of emergency management.
Conduct drills scheduled in a professional development calendar and conducted by campus principals.
Participate in exercises with local law enforcement, public health authority, and other partner agencies.
Prepare classroom continuity of learning for campus and district level safety committees.
Monthly principal training for ongoing review of emergency response.
Conduct bi-annual training for all faculty, staff, and substitutes regarding emergency operations procedures.
Conduct bi-annual employee surveys.
Involve the reunification center in the school's response to evacuation emergencies.

4. **Response:** Actions that include activities to address the short-term, direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

Response Actions Table
East Fort Worth Montessori Academy identified the following actions for the response phase of emergency management.
Evacuate buildings.
Provide suicide prevention, grief-informed and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.
Provide transportation resources when needed.

Nurse directs trauma stations with pre-identified roles, responsibilities, and mapped color-coded stations.
District police serve as the first responders employing partner agencies as appropriate.
Involve reunification center personnel.

5. **Recovery:** Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

Recovery Actions Table
East Fort Worth Montessori Academy identified the following actions for the recovery phase of emergency management.
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.
Account for students and employees after a county evacuation and communicate district updates and plans.
Activate the Comprehensive Counseling Plan, along with outside agency support, for students and staff.
Provide crisis intervention and support with a trained crisis and grief counseling team.
Restore utilities.
Conduct facilities assessment and readiness evaluation.
Reopen the district with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.
Debrief the emergency response measures and update any needed documentation, procedures, policies, etc..
Present information to the school board for approval.

E. (M) Physical and Psychological Safety

The physical safety of students, faculty, staff, substitutes, and the whole community during an emergency incident is addressed throughout each annex. In addition to physical safety, East Fort Worth Montessori Academy EOP ensures provisions for supporting the psychological safety of students, faculty, staff, substitutes, and the whole community during the response and recovery phase following a disaster or emergency. These provisions are aligned with programs and research-based practices in accordance with Texas Education Code 37.108 and in alignment with Texas Education Code 38.351.

This EOP, in compliance with Texas Education Code 37.108(f)(6)(B), includes strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel. For additional information regarding physical and psychological safety, refer to the Psychological Resilience Annex.

SECTION 6.0 – Assignment of Responsibilities

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Personnel should take action to respond to and manage an emergency incident until response agencies arrive. East Fort Worth Montessori Academy acknowledges the primary responsibility for response efforts and will assign an individual with the most relevant subject matter expertise to manage specific emergency incidents.

Roles and responsibilities are identified in the Roles and Responsibilities for Emergency Management Phases Table.

Roles and Responsibilities for Emergency Management Phases Table	
Prevention Phase	
Responsible Role	**Actions and Responsibilities**
Superintendent	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
Principal(s)	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Mitigation Phase	
Responsible Role	**Actions and Responsibilities**
Superintendent	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency preparedness.
Principal(s)	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Preparedness Phase	
Responsible Role	**Actions and Responsibilities**
Superintendent	Assume responsibility for emergency management planning.
	May designate an individual to serve as the emergency management coordinator who oversees emergency management.
	Identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Establish a line of succession for decision making during an emergency incident.

	Ensure this EOP is reviewed annually.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Principal(s)	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Nurse(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Teachers	Participate in drills, exercises, and trainings.
Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings.
School Safety and Security Committee	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the board of trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry maintained by the TxSSC.
	Provide information required to complete the safety and security audit, audit report, or others reports submitted to the TxSSC.
	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b).
	Ensure a Safety and Security Audit Report is submitted to the board of trustees.

Preparedness Phase	
Responsible Role	**Actions and Responsibilities**

School Safety and Security Committee (continued)	Review reports submitted to the TxSSC to ensure accuracy, completion, and criteria established regarding all district facilities.
	Consult with local law enforcement agencies for increased presence near campuses.
	Ensure bleeding control stations are present and easily accessible.
	Meet as required by Texas Education Code 37.109(c).
	Attend Psychological First Aid Training.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Transportation Department	Participate in drills, exercises, and trainings
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in drills, exercises, and trainings.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Participate in drills, exercises, and trainings.

Response Phase	
Responsible Role	**Actions and Responsibilities**
Superintendent	Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Ensure adequate resources are available.
	Establish a line of succession for making district decisions during an emergency incident.
	Assign a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the whole community response to an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Advise the board of trustees on emergency incidents and provide reports as needed.

Principal(s)	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assist with the reunification of students with parents or guardians.
Nurse(s)	Administer first aid or emergency treatment, as needed.
	Supervise those trained to provide first aid to others.
Teachers	Remain with students until directed otherwise.
	Take attendance of their class when relocating to a safe location.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the district during an emergency incident.
Policy Committee	Keep elected officials and other executives informed of situations and decisions.
Transportation Department	Develop plans to recall bus drivers.
	Develop plans to adjust bus routes.
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
Food Service Department	Develop plans for inventorying existing food and supplies.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.

Recovery Phase	
Responsible Role	**Actions and Responsibilities**
Superintendent	Advise the board of trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
Principal(s)	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurse(s)	Organize first aid and medical supplies.

	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Teachers	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Policy Committee	Inform elected officials and other executives of situations and decisions.
Transportation Department	Ensure condition of transportation buildings, buses, and drivers.
	Adjust bus routes.
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
	Participate in after-action reviews.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in after-action reviews.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
	Participate in after-action reviews.

SECTION 7.0 – Direction and Control

A. General Information

Direction refers to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

Control refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being carried out as planned and within established parameters. This includes overseeing the performance of all involved parties, assessing progress, and adjusting tactics or resources as necessary to meet objectives.

The Superintendent will provide guidance for the direction and control of an emergency incident. The district should implement the **Incident Command System (ICS)** to manage the emergency incident:

1. The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC) until relieved by the appropriate responding agency.
2. The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.
3. The ICS structure is the district organization that will be used involving all emergency incidents on district property.
4. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to district officials and responding agencies.
5. When an emergency incident expands beyond the district’s response capabilities, multiple agencies may respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.
6. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

If an emergency incident impacts the whole community, the local office of emergency management may activate their **Emergency Operations Centers (EOCs)** to manage the response efforts. Upon request, a district representative with decision-making authority may support the EOC to support and coordinate district activities.

B. (M) Chain of Command

In accordance with Texas Education Code 37.108(f)(1), the district has established the following line of succession for making district decisions during an emergency incident.

1. Primary – Superintendent
2. Secondary – Elementary Principal
3. Tertiary – District Operations Manager

C. (M) Agency Coordination

In accordance with Texas Education Code 37.108(a)(5), East Fort Worth Montessori Academy has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

Response Agencies		
Agency	**Agency Point of Contact**	**Phone Number**
Texas Department of State Health Services (DSHS)	Ms. Donna Sorrato – 512-848-1302	512-776-7111
Tarrant County Public Health Department For additional information visit https://www.dshs.texas.gov/contact-us	Ms. Hannah G. Bartosh	817-321-4784
Fort Worth Police Dept Eastside Division	Officer Espinoza	817-584-2185
Fort Worth Fire Dept Station 20/EMS	Lieutenant Patterson	817-392-6920
Texas Dept of Local Office of Emergency Management (OEM) Tarrant County	Mr. McCrudy	817-884-2640

SECTION 8.0 – Public Information Officer

The district Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIOs additional responsibilities include, but are not limited to:

- Develop accurate, accessible, and timely information for use in press and media briefings or dissemination via social media.
- Monitor information from traditional and social media that is useful for incident planning and forwards it as appropriate.
- Understand any limits on information release.
- Obtain the Incident Commander’s approval of news releases.
- Conduct media briefings.
- Arrange for tours and other interviews or briefings.
- Create information about the incident available to incident personnel.
- Participate in planning meetings.
- Identify and implement rumor control methods.

SECTION 9.0 – Administration and Support

A. Purchasing

East Fort Worth Montessori Academy follows established purchasing policies to include, but not limited to:

- Overseeing all financial activities during an emergency incident, including purchasing resources.
- Arranging contracts for services.
- Tracking all hazard related expenses.
- Timekeeping for personnel.
- Verifying compliance with applicable laws and policies for financial coding.
- Submitting forms for reimbursement.
- Preserving all emergency incident-related documentation.

East Fort Worth Montessori Academy is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate district document titled, E.F.W.M.A. Pre-Preparedness Purchasing Agreement

Reporting

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident https://training.fema.gov/emiweb/is/icsresource/icsforms/.

Federal Emergency Management Agency Incident Command System (ICS) Form Table		
Form Number	**Type**	**Description**
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages are easily tracked and recorded during emergency incident response effort.
ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

C. Recordkeeping

The Superintendent should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

1. The following records may be kept during an emergency incident and retained in the manner described in the district's record management policy such as:
    a. Records related to purchases.
    b. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
    c. Long-term resources or requests for additional resources through formal agreements or contracts.
2. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.
3. Essential records are for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

SECTION 10.0 – Development and Maintenance Process

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-action reviews (AARs) may be conducted by the district following every drill, exercise, planned event, and emergency incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or emergency incident; and becomes a catalyst for updating the current EOP. An improvement plan (IP) should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.
- The current EOP will be reviewed annually by the Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review has been completed by the Superintendent. This review process also includes AAR feedback captured from the previous annual review.
- Once the annual review has been completed, minor edits (grammar or spelling changes) require no notification to stakeholders. Significant changes (changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- At the end of the review and comment period all significant changes will be recorded in the **Record of Changes and Annual Review Table**. The Record of Changes and Annual Review Table verifies the EOP has been reviewed annually. The terms “Review,” “Revise,” or “Update” may be used when annotating the summary of significant changes. The word “annual” may be used if no significant changes were made to the current EOP annual reviews.
- The annually updated EOP will be forwarded to the Superintendent for the Superintendent’s pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.
- The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an emergency incident by internal and external stakeholders responsible for assisting the district during all phases of emergency management.

SECTION 11.0 – Explanation of Terms

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
NIMS	National Incident Management System
PIO	Public Information Officer
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

Access and Functional Needs: Temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Agreements: Consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and whole community organizations to ensure resources are available during an emergency incident.

Chain of Command: The line of authority and responsibility.

Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Coordinating Agencies: The collaboration between different agencies to address emergency incident concerns or challenges.

Donations Management: The coordination processes used to support the state in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support emergency incidents.

Safety and Security Committee: A collaborative team of individuals that is responsible for developing, reviewing, and updating the district's Multi-hazard Emergency Operations Plan (EOP).

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Human-Caused Hazard: An adversarial hazard (active shooter, vehicle ramming, etc.).

Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where emergency incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Improvement Plan: Dynamic documents, with corrective actions continually monitored and implemented as part of improving preparedness.

Junior College: A higher education institution that is also referred to as a "public junior college" in Texas Education Code.

Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

Memoranda of Understanding: An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one district, agency, or organization to another and defines the responsibilities of the

parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.

Mutual Aid Agreement: A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of comparable value, if required.

National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Natural Hazard: A hazard caused by an act of nature (tornado, earthquake, etc.).

President: The highest-ranking executive officer of a junior college.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Superintendent: The educational leader and the chief executive officer of the school district

Technological Hazard: A hazard caused by an accident or the failures of systems or structures (major utility loss, train derailment, etc.).

Texas Division of Emergency Management: Coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters. They implement plans and programs to help prevent or lessen the impact of emergencies and disasters.

Unified Command: Similar to the Incident Command; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

Whole Community: Also known as whole community approach, a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

SECTION 12.0 – Attachments

(M)(JC) Attachment 1: District Hazard Analysis

East Fort Worth Montessori Academy has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The District Hazard Analysis Tool provides a numerical score for district identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact to Property
- Impact or Duration to District Continuity of Operations

Natural Hazards (acts of nature)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity	Final Score
Hailstorms	2	3	3	3	2	13
Lightning	1	3	3	3	3	13
Winter Weather (Storm/Ice Storm)	3	4	2	4	4	17
						0
Technological Hazards (accidents or the failures of systems and structures)	**Readiness Time (0-4)**	**Probability (0-4)**	**Health and Life Safety (1-5)**	**Impact to Property (0-4)**	**Impact Duration to District Continuity**	**Final Score**
Power Failure (Outage)	2	3	3	2	2	12
Fire	1	2	5	3	4	15
Transportation Accident	4	1	5	3	4	17
Human Caused Hazards (adversarial)	**Readiness Time (0-4)**	**Probability (0-4)**	**Health and Life Safety (1-5)**	**Impact to Property (0-4)**	**Impact Duration to District Continuity**	**Final Score**
Domestic Violence & Abuse	2	3	1	0	1	7
Active Shooter / Assiliant	4	1	5	3	4	17
Blunt Force Attack	4	1	4	1	2	12
Cyber Attack	4	1	2	1	1	9
Bomb or Explosive Device	1	1	5	3	4	14

Hazards Analysis | Example | Scoring Guide (full)

Attachment 2: Formal Agreements

A. Resources and Services Needed by the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to needed resources, goods, services, and personnel during an emergency incident impacting the district.

District Resource and Service Table		
Agency	**Type of Agreement**	**Resource(s)**
Texas Department of Health and Safety of Tarrant County Eastside	Memoranda of Understanding	Mental Health and more first aid kits
Fort Worth Fire Dept Station 20 and Med Star (EMS)	Memoranda of Understanding	Emergency Response, First Aid, Transportation of people
Fort Worth Police Department Eastside Division	Memoranda of Understanding	Emergency Response, Emergency Control, Investigation

B. Resources and Services Needed by Agencies

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-government organizations (NGOs), private sectors, etc.) to ensure they have access to needed district resources, goods, services, and personnel during an emergency incident impacting the whole community.

Agencies and Whole Community Table		
Agency	**Type of Agreement**	**Resource(s)**
Williams Company	Interlocal Agreement	Reunification Center
Potters House	Mutual Aid	Mental Health Support, water, food.

(M) Attachment 3: School Safety and Security Committee

Although additional agencies may be added, in accordance with the Texas Education Code 37.109(a-1) and to the greatest extent practicable, the School Safety and Security Committee Members will include the following (see the compliant agency information in the School Safety and Security Committee Members Table):

School Safety and Security Committee Members Table Additional Requirements for Charter Schools		
Agency	**Name**	**Position or Title**
Texas Dept of Office of Emergency Management (OEM) Tarrant County	Lieutenant Williams	Emergency Management Coordinator
Fort Worth Police Department Eastside Division or Sheriff's Office	Officer Elise Espinoza	Police Officer
District Police Department		
President of the Board of Trustees	Mr. Troy Gardner	Board President
Board of Trustees	Mrs. Sandy Joyce	Board Member
Superintendent or President	Mrs. Sukai Durosimi	Superintendent
Designees of the Superintendent or President	Mrs. Amy Felton	Teacher
A member of the District's Governing Body	NA	NA
First Parent or Guardian	Mrs. Ruby Ramirez	Parent
Second Parent or Guardian	Mrs. Loppy	Parent
Regional Representative(s)	NA	NA

In accordance with Texas Education Code 37.109(c), except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to the Texas Government Code, Chapter 551, has the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the board of trustees. The School Safety and Security Committee Meeting Schedule includes data concerning the previous year's meetings East Fort Worth Montessori Academy academic calendar:

Fall Semester (Term 1): 08/13/2025 – 12/19/2025

Spring Semester (Term 2): 01/06/2026 – 05/29/2026

Summer: 06/02/2026 – 06/30/2026

Record of Safety and Security Committee Meetings	
Meeting Date (mm/dd/yyyy)	**Meeting Time**
03/05/2021	5:00 p.m.
08/05/2021	1:00 p.m.
05/31/2022	1:00 p.m.
06/06/2022	11:00 a.m.
10/19/2022	11:00 a.m.
03/02/2023	9:00 a.m.
03/08/2023	11:00 a.m.
04/06/2023	11:00 a.m.
08/14/2023	1:00 p.m.
01/12/2024	3:30 p.m.
5/14/2024	3:30 p.m.
08/07/2024	11:15 a.m.
08/30/2024	9:30 a.m.
12/19/2024	8:30 a.m.
01/22/2025	9:15 a.m.
08/07/2025	3:30p.m.
10/09/2025	4:00p.m.

(M)(JC) Attachment 4: Safety and Security Audits

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108(b) and (East Fort Worth Montessori Academy, or a person included in the registry established by the Texas School Safety Center (TxSSC) under Texas Education Code 37.2091, who was engaged by the district to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the Superintendent and the board of trustees in compliance with Texas Education Code 37.108(c)(1).

Safety and Security Audits Table

Date Audit Conducted (mm/dd/yyyy)	**Agency or Consultant Conducting the Audit**	**Name of Person Conducting the Audit**	**Date Audit Report Submitted to the Board of Trustees** (mm/dd/yyyy)	**Place an "X" if the same Agency or Consultant Conducted the Audit and developed the district's EOP**
10/07/2022	Guardian Shield	Officer Mike Short	10/19/2022	X
8/29/25	East Fort Worth Montessori Academy Safety and Security Team	Sukai Durosimi	9/09/2025	X

(M) Attachment 5: Distribution of Emergency Maps and First Responders Walkthroughs

Accurate emergency response maps of each district campus and school building that were developed and documented in accordance with the standards related to developing site and floor plans, access control, and exterior door numbering have been provided to the Texas Department of Public Safety (TxDPS) and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) in compliance with Texas Education Code 37.108(f)(9) and 37.117(1).

Maps submitted to the Texas Department of Public Safety Texas DPS Emergency Response Map Submission Page.

Emergency Response Map Certification (E.F.W.M.A.)		
Date Provided Map (mm/dd/yyyy)	**Agency Receiving Map**	**Agency Staff Name Receiving Map**
08/27/2024	Fort Worth Police Dept Eastside Division	Officer Elise Espinoza
08/27/2024	Fort Worth Fire Dept Station 20/EMS	Lieutenant Patterson
9/25/2024	Texas Dept of Public Safety Tarrant County	Lieutenant Wallace
03/29/2025	City of Fort Worth MedStar EMS	Mr. Jesus Chappa
07/14/2025	Fort Worth Fire Dept Station 20/EMS	Lieutenant Patterson
08/01/2025	Texas Dept of Public Safety Tarrant County	Lieutenant Wallace
08/22/2025	Fort Worth Police Dept Eastside Division	Officer Espinoza

East Fort Worth Montessori Academy has provided an opportunity to conduct a walkthrough of each district campus and school building to the Texas Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) using the district provided map, in compliance with Texas Education Code 37.108(f)(9) and 37.117(2).

Walkthrough Certification Statement		
Date Walkthrough Offered (mm/dd/yyyy)	**Agency Contacted**	**Agency Staff Name Contacted**
08/22/2025	Fort Worth Fire Dept Station 20/EMS	Lieutenant Patterson
8/04/2025	Texas Dept of Public Safety	Lieutenant Wallace

08/22/2025	Fort Worth Police Dept Eastside Police Division	Officer Espinoza

A walkthrough by the Texas Department of Public Safety may be requested through Texas DPS Contact a Trooper.

SECTION 13.0 – Annexes

The district has established the following table as annexes for the district EOP.

Identify district annexes, the date the annex was updated, and a page number where each annex is located in the district EOP.

Annex Table			
Name	**Description**	**Date of Change (mm/dd/yyyy)**	**Page**
Active Threat for Schools	This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.	8/22/2025	39-61
Communicable Disease	This annex establishes the policies and procedures under which the district will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.		
Continuity of Operations Plan (COOP)	This annex describes how a district will ensure the continuation of essential functions during an emergency and its aftermath.		
Cybersecurity	This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the district.	9/5/2025	62-86
Communications	This annex establishes the district's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.	9/5/2025	87-100
Evacuation and Shelter-in-Place	This annex establishes the policies and procedures under which the district will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the school district.		

Facilities Access Management	This annex establishes the policies and procedures under which the district will operate to provide facilities access management support for a hazard or special event by addressing planning and operational actions for the five phases of emergency.		
Hazardous Materials	This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.		
Psychological Resilience	This annex establishes the policies and procedures under which the district will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response and recovery phases of emergency management.		
Reunification	This annex establishes the policies and procedures under which the district will conduct reunification operations for the rejoining of students with their respective parents or guardians after an incident.		
Severe Weather	This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.		
Training and Exercise	This annex establishes the policies and procedures under which the district will operate to provide training and exercise support for the district. This annex is strictly a policy and guidance document for the district, and therefore, does not address the five phases of emergency management.		
Utilities	This annex establishes the policies and procedures under which the district will respond to potential or actual disruptions in utility services at district facilities by addressing planning and operational actions for the five phases of emergency management.		

Sources for Required Training

Training refers to the process of educating and preparing personnel, organizations, and communities on how to implement an established Multi-hazard Emergency Operations Plan (EOP) during an emergency incident or disaster. The purpose of EOP training is to ensure that all stakeholders, such as emergency responders, key personnel, and decision-makers are familiar with their roles, responsibilities, and the procedures outlined in the plan.

Required training refers to the mandatory learning or instruction that individuals must complete to meet specific standards, regulations, or qualifications for their role or responsibilities. It ensures that employees or participants have the necessary knowledge, skills, and competencies to perform tasks safely and effectively, often in compliance with laws, policies, or organizational requirements. This table identifies the required Texas training.

Required Training	
Training	**Location**
Bleeding Control Station Training	https://tea.texas.gov/texas-schools/health-safety-discipline/coordinated-school-health/healthy-and-safe-school-environment-of-the-coordinated-school-health-model
Cybersecurity Coordinator Annual Training for the District	https://dir.texas.gov/information-security/statewide-cybersecurity-awareness-training
School Based Law Enforcement Training	https://txssc.txstate.edu/events/sble-trainings/tcole-4064
Threat Assessment Team and Safe and Supportive School Team Training	https://txssc.txstate.edu/events/sbta-trainings/
Grief-Informed and Trauma-Informed Care	https://schoolmentalhealthtx.org/best-practices/
Suicide Prevention	https://schoolmentalhealthtx.org/best-practices/

Sources for Recommended Training

Training refers to the process of educating and preparing personnel, organizations, and communities on how to implement an established Multi-hazard Emergency Operations Plan (EOP) during an emergency incident or disaster. The purpose of EOP training is to ensure that all stakeholders, such as emergency responders, key personnel, and decision-makers are familiar with their roles, responsibilities, and the procedures outlined in the plan.

Recommended training refers to learning opportunities suggested for individuals to enhance their skills, knowledge, or performance beyond the mandatory requirements. While not mandatory, it helps improve effectiveness, stay current with best practices, and support professional development. This table identifies recommended training.

Recommended Training	
Training	**Location**
Active Threat Annex	https://sslp.txssc.txstate.edu/
Annex and Appendix	
Basic Plan (EOP Development Series)	
Continuity of Operations Plan (COOP) Annex	
Cybersecurity Annex	
Emergency Communications Annex	
Evacuation and Shelter-in-Place Annex	
Facilities Access Management Annex	
Hazard Analysis (EOP Development Series)	
Hazardous Materials Annex	
Multi-hazard Emergency Operations Plan (EOP)	

Development Series: Introductory	

Multitiered Systems of Support for Safer School Communities	https://sslp.txssc.txstate.edu/
Psychological Resilience Annex	
Reunification Annex	
Safety and Security Agreements	
Severe Weather Annex	
Training and Exercise Annex	
Utilities Annex	
Creating a Communicable Disease Annex (CDA)	

Key Considerations When Building an EOP

Transportation

A transportation plan that outlines a district's concept of operations and organizational arrangements for the transportation of people, supplies, and materials during emergency incidents.

- Assign responsibilities for various tasks.
- Outline related administrative requirements.
- Identify possible transportation needs that could result from various emergency incidents.
- Develop procedures for preserving transportation services and resources from known hazards by relocating them or protecting them in place.
- Determine emergency transportation needs and related requirements for moving people, supplies, and equipment.
- Assesses capabilities in relation to requirements to identify services and resource shortfalls; identify additional services and resources required.
- Activate emergency transportation function to receive and process requests for passenger and equipment transportation.
- Respond to transportation requests within limits of available services and resources.
- Identify and coordinate long-term transportation needs of services, equipment, supplies, and resources as needed.
- Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

Communication

A communication plan provides information about local and regional communication equipment and capabilities available during an emergency incident operation.

- Provide operational guidance for entities that assist in local and regional communications response.
- Provide information to decision makers about communications procedures, capability services, and resources.
- Describe roles, responsibilities and actions that ensure communication services and resources availabile during incident response.
- Identify and describe local and regional communications interoperability, accessibility, and redundancy.
- Ensure warning communications systems meet local and regional needs.

- Ensure intelligence and other vital information networks are operational.
- Develop communications procedures that are documented and implemented through communications operating instructions.
- Ensure replacement parts for communications systems are available and make arrangement for rapid re-supply in the event of an emergency.

Public Works

A public works plan outlines the focal organization, operational concepts responsibilities, and procedures to support coordinated public works and engineering activities during emergency situations in the district.

- Support the damage assessment process and building inspections.
- Provide district equipment to support emergency operations.
- Support traffic control and search and rescue operations.
- Maintain generator services and equipment.

Firefighting

A firefighting plan outlines operational concepts and organizational arrangements for supporting firefighting activities during emergency incidents within the district and outlines related administrative requirements.

- Initiate the district's standard response protocol.
- Collaborate on post-incident reconnaissance and damage assessment with first responders.
- Arrange fire safety inspections of equipment and locations.
- Coordinate the testing of fire prevention equipment.
- Maintain fire prevention equipment.
- Describe how to detect and suppress fires within a district's location.
- Describe district's existing mutual aid firefighting assistance agreements.
- Describe how to transmit situation and damage assessment information.
- Describe the five phases of emergency management for the prevention, mitigation, preparedness, response, and recovery of a fire hazard to include, but not limited to, predictive services, activities positioning of resources, etc.
- Identify and coordinate the fire standard response protocol.
- Provide timely district communication during fire incidents.

Emergency Management

An emergency management plan outlines the procedures and systems needed to effectively manage information during a crisis or large-scale operation. This plan ensures that data is collected, organized, and communicated in a way that supports decision-making, coordination, and resource allocation.

- Direct and control emergency management operations.
- Maintain coordination with first responders and the whole community.
- Maintain the Emergency Operations Center (EOC).
- Identify representatives, by title, to report to the EOC.
- Develop and identify the duties of staff, use of displays and message forms, and procedures for EOC activation.
- Coordinate the standard response protocol of areas at risk.
- Identify individuals with access and functional needs who would require assistance in evacuating and maintain contact information for those individuals.
- Establish an effective public warning system and appropriate operating procedures.
- Prepare pre-scripted warning and instruction messages for known hazards.
- Identify mitigation for known hazards that have led to evacuations in the past.
- Manage development in potential risk areas including floodplains, areas downstream from dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
- Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards.

Mass Care

A mass care plan outlines organizational arrangements, operational concepts, responsibilities, and procedures to protect people from the effects of an emergency by providing mass care.

- Identify the Donations Management Coordinator.
- Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- Coordinate and provide mass care services to people affected by an emergency incident.
- Coordinate shelter and mass care for specific populations, such as access and functional needs, injured individuals, etc.
- Provide physiological support services, emergency water supplies, food, and other needs during an emergency incident.

- Work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities and encourage facility owners to sign agreements for use of those facilities and encourage facility owners to allow their personnel to participate in shelter management training.
- Manage shelter operations.
- Provide security and traffic control for shelters.
- Manage fire inspection and fire protection at shelters.
- Establish registration procedures for people receiving mass care services.

Logistics

A logistics plan provides guidance for efficiently obtaining, managing, allocating, and monitoring the use of services and resources during emergency operations, or when such appear imminent.

- Describe tools, processes, and systems that allow for efficient and suitable service and resource allocations during an incident. Services and resources include personnel and facilities as well as equipment and supplies.
- Establish emergency purchasing procedures and coordinate emergency procurements.
- Establish and maintain a personnel resource reserve and coordinate assignment of reserve personnel to locations that require augmentation.
- Coordinate transportation, sorting, temporary storage, and points of distribution of services and resources during emergency situations.
- Establish staging areas for service and resources, if required.
- Maintain records of emergency-related expenditures for purchases and personnel.

Public Health and Medical Services

A public health and medical services plan outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within an emergency incident area.

- Coordinate health, medical care, and Emergency Medical Services (EMS) support during emergency situations.
- Assist in the coordination for the collection, identification, and interment of deceased victims.
- Communicate public health information and education.

Search and Rescue

A search and rescue plan describes the responsibilities of assisting personnel during search and rescue operations.

- Prepare to assist in the coordination of search and rescue activities.
- Receive search and rescue situational awareness.
- Maintain and inform search and rescue personnel on up-to-date information for known hazards present in facilities.

Hazardous Materials

A hazardous materials plan describes a district's coordinated response to emergencies involving radioactive materials and local measures to protect life, property, and the environment during the course of hazardous material or radiological events.

- Define the roles, expectations, and organization of entities in responding to and recovering from an incident involving HazMat and the transport, use, storage, or processing of HazMat.
- Respond to radiological incidents and terrorist incidents involving radiological materials.
- Make notification concerning radiological incidents to first responders.

Agriculture and Natural Resources

An agriculture and natural resources plan outlines the coordination and support of the region to local jurisdictions and the State of Texas in preparing for, responding to, and recovering from foreign and emergent animal diseases.

- Describe how to determine nutrition assistance needs (including cultural, religious, and medical dietary restrictions), obtain appropriate food supplies and arrange for delivery of the supplies.
- Identify how to respond to animal and plant diseases and pests, including an outbreak of a highly contagious or economically devastating animal and zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease. Note: Additional information may be included in a hazard- or threat-specific annex.
- Describe the methods to address the safety and security of the food supply.
- Develop a process for obtaining emergency food, water, and Ice.
- Coordinate an inspection of food and water supplies.

Energy

An energy plan describes the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area.

- Describe local government response to a utility outage.
- Identify local facilities for priority restoration of utilities.
- Identify measures needed to protect resources and preserve capabilities.
- Coordinate utility support for emergency incident response and recovery operations.
- Provide whole community information.

Public Safety and Security

A public safety and security plan outlines the organization, operational concepts, responsibilities, and procedures to assist law enforcement.

- Ensure a safe and secure environment through coordination with local law enforcement and related security and protection operations.
- Communicate with local law enforcement to protect life, stabilize the incident, protect property, and protect the environment.
- Identify the operational strategies for the district's response to emergency incidents or threats.
- Identify potential threats to the district.
- Outline warning, command, control, communications, and coordination activities in relation to actual or threatened attacks within a district.
- Outline and build information-sharing partnerships among district leadership, emergency management, and law enforcement partners.

Private Sector Coordination

A private sector coordination plan outlines coordination between local emergency management officials and the private sector.

Discusses how businesses can provide life-sustaining goods and services when the needs of emergency incident survivors exceed local capabilities.

Addresses the communication and coordination involved in partnerships with the private sector.

- Coordinate with businesses, industries, and critical infrastructure sectors.

- Integrate government and business coordination, communications, and planning to reduce the risk and cost burden on the public.

Public Information

A Public information plan outlines the dissemination of timely, accurate, and accessible information to the public.

Addresses the role that the Public Information Officer (PIO) plays in developing and coordinating public messaging.

Personnel in the role of PIO gather, verify, coordinate, and disseminate public information.

- Coordinate messaging with all stakeholders to ensure emergency public information is consistent, timely, accurate, and accessible.
- Deliver accessible messaging to the public including individuals with disabilities, access and functional needs, and limited English proficiency.
- Distribute information through multiple public information channels including social media outlets, television, and mass notification telecommunication systems.
- Under the Texas Public Information Act, the general public is granted access to government records.
- Conduct joint meetings to coordinate with other agencies to ensure information accuracy.
- Preparing scripts prior to activations that can be filled with incident-specific details will aid in developing timely messages.

Recovery

A recovery plan provides an overview of recovery operations during and after an emergency incident.

Provides information on short, intermediate, and long-term recovery operations.

- Identify recovery needs and develop recovery options.
- Coordinate recovery activities and expedite a unified recovery effort.
- Describe the coordination mechanisms and requirements for post-incident assessments, plans, and activities.
- Describe how to identify long-term recovery needs of the whole community and incorporate these needs into recovery strategies.
- Utilize various platforms to facilitate the collection of damages and other pertinent information related to incidents, such as Individual State of Texas Assessment Tool (iSTAT), Public Assistance State of Texas Assessment Tool (pSTAT), TDEM Disaster Reporting Dashboard (DRDB), etc.

- Develop strategies to reduce the loss of life and property by lessening the impact of hazards.

Texas Military Department (TMD) Civil Support

A TMD civil support plan provides a framework for the TMD elements comprised of the Texas Army National Guard, the Texas Air National Guard, and the Texas State Guard.

- Coordinate response to requests for assistance from the Department of Defense (DoD) for districts that have campuses on military installations.

Higher Education Support

A higher education support plan Identifies and plans for the use of services and resources available in higher education institutions during emergency operations.

Outlines standard campus operations that may be shared or re-directed during an incident to support a local jurisdiction's response and recovery efforts.

- Emergency management, as well as safety and security staff from higher education institutions, may participate in local planning efforts.
- Coordinate with colleges to share services and resources that support preparedness, response, mitigation, and recovery efforts.
- Provide research and academic support to local jurisdictions pertaining to preparedness, response, mitigation, and recovery activities.

Operations Technology

An operations technology plan facilitates information collection, sharing, and synchronization to support response and recovery operations.

Response and recovery operations are supported by the wide use of technology that allows for efficient and rapid information collection, sharing, and synchronization.

Provides the basis for the management and utilization of operations technology during incident response. It also identifies technical assistance, services, and resources that local jurisdictions may request from the state.

- Coordinate, gather, process, consolidate, and categorize data from a variety of sources and develop a Common Operating Picture (COP).
- Develop training and job aids to assist personnel in acquiring the knowledge and skills needed to use devices.
- Create, analyze, and interpret mapping products with available federal, state, private, and non-profit sourced and verified data.

- Maintain the Public Assistance State of Texas Assessment Tool (pSTAT) and Individual Assistance State of Texas Assessment Tool (iSTAT).
- Manage, customize, and integrate Critical Information Systems (CIS), Geographic Information Systems (GIS), and audio and visual technology.
- Provide local and regional jurisdictions with aerial imagery, maintenance of mobile communications, and other equipment to support response and recovery efforts.
- Work with TDEM's State Operations Center (SOC) or Operations Technology Division.

Cybersecurity

A cybersecurity plan outlines the roles and responsibilities, coordination mechanisms, capabilities, and actions of stakeholders in response to a cybersecurity incident.

- Mitigate risk and prepare for cybersecurity incidents through Information Technology (IT) policies and protocols.
- Ensure personnel have the knowledge, skills, and tools needed to respond rapidly to a cybersecurity incident.
- An Incident Response Plan (IRP) is a valuable document that aids in maintaining and re-establishing digital infrastructure vital to data management operations. This continuity plan aids in the transition from response into recovery.