MEMORANDUM OF UNDERSTANDING

BETWEEN
WARREN INDEPENDENT SCHOOL DISTRICT
AND
TYLER COUNTY OFFICE OF EMERGENCY MANAGEMENT

Disaster, Mass-Casualty, Major Emergency, and Overwhelming-Event Coordination

1. PARTIES

This Memorandum of Understanding ("MOU") is entered into by and between Warren Independent School District ("Warren ISD" or "District"), including the Warren ISD Police Department, and Tyler County, Texas, acting through the Tyler County Office of Emergency Management ("Tyler County OEM"). Collectively, the parties are referred to as the "Parties."

2. PURPOSE

The purpose of this MOU is to establish a clear, coordinated, and scalable framework for preparedness, response, recovery, mitigation, communications, resource coordination, and interagency support when an emergency affecting Warren ISD exceeds, or reasonably appears likely to exceed, the District's routine response capability.

This MOU is intended to support Warren ISD's multi-hazard Emergency Operations Plan (EOP), campus emergency procedures, Standard Response Protocol (SRP), Standard Reunification Method (SRM), and applicable Warren ISD policies. It is also intended to establish a common operating relationship with Tyler County OEM for disasters, mass-casualty incidents, severe weather, hazardous-material events, major fires, transportation incidents, infrastructure failures, public-health emergencies, acts of violence, and other overwhelming events.

3. AUTHORITIES AND GUIDING STANDARDS

The Parties intend to implement this MOU consistent with applicable federal, state, county, and District requirements. This MOU is designed to complement—not replace—Warren ISD's adopted EOP, Warren ISD Police Department policies, Tyler County emergency-management plans, and applicable law.

- Texas Education Code Chapter 37, including requirements concerning school safety, emergency operations planning, safety and security committees, emergency response, and coordination with law enforcement and emergency-management stakeholders.
- Texas Government Code Chapter 418 and applicable Texas emergency-management law, including the statutory emergency-management responsibilities of local jurisdictions and the authority of the local emergency management director.
- Applicable Texas Commission on Law Enforcement (TCOLE) requirements, including school-based law enforcement training and standards applicable to commissioned school district peace officers.
- Texas School Safety Center (TxSSC) guidance and toolkits concerning multi-hazard EOPs, emergency communications, evacuation/shelter, continuity of operations, Standard Response Protocol, reunification, and tabletop exercises.
- The "I Love U Guys" Foundation Standard Response Protocol (SRP) and Standard Reunification Method (SRM), as adopted or incorporated by Warren ISD.

- Warren ISD Board policies, Police Department policies, emergency procedures, campus maps, communications plans, and other District directives in effect at the time of an incident.
- Applicable National Incident Management System (NIMS) and Incident Command System (ICS) principles when activated by the appropriate authority.

4. SCOPE

This MOU applies to emergency incidents occurring on Warren ISD property, involving Warren ISD students, staff, visitors, facilities, transportation operations, or District activities, and to incidents outside District property when the incident materially affects Warren ISD or requires coordinated county emergency-management support.

Nothing in this MOU prevents either Party from requesting assistance from or coordinating with other agencies, including the Tyler County Sheriff's Office, fire departments, EMS, municipalities, neighboring school districts, public works, public-health authorities, Texas Division of Emergency Management, state agencies, or other mutual-aid partners.

5. PRINCIPLES OF OPERATION

- Life safety is the first priority, followed by incident stabilization, protection of property and critical infrastructure, continuity of essential functions, and recovery.
- The agency with lawful jurisdiction and operational responsibility retains command of its respective function. Emergency management coordinates resources and supports incident management; it does not assume law-enforcement command or tactical authority.
- Warren ISD Police Department retains law-enforcement responsibility and tactical decision-making within its jurisdiction, subject to applicable law, mutual-aid agreements, and the established Incident Command System.
- Fire/EMS agencies retain responsibility for fire suppression, rescue, emergency medical operations, and related public-safety functions within their lawful authority.
- The Parties will use common terminology and interoperable communications to reduce confusion during rapidly evolving events.
- Decisions should be scalable to the size and complexity of the incident.

6. ACTIVATION AND NOTIFICATION

Warren ISD may request Tyler County OEM assistance whenever District leadership, the Chief of Police, Incident Commander, or designee determines that an incident may exceed or threaten to exceed District resources, requires county-level coordination, or would benefit from additional emergency-management support.

Tyler County OEM may activate or initiate county emergency-management coordination when an incident affecting Warren ISD has regional or countywide implications, when requested by Warren ISD, or when otherwise authorized under applicable emergency-management plans and law.

Activation does not require a formal disaster declaration. A local disaster declaration, if appropriate, remains a separate legal action by the official authorized under Texas law.

Initial notification should be made through the most reliable available method, normally 9-1-1/emergency dispatch for immediate life-safety emergencies, followed by established emergency-management and District notification channels.

7. INCIDENT COMMAND AND EMERGENCY MANAGEMENT COORDINATION

Upon a significant incident, the Parties will use ICS principles appropriate to the incident. The initial Incident Commander may be the Warren ISD Police Department, fire/EMS, or another agency depending upon the nature of the incident and applicable jurisdiction. Command may transition or expand as conditions change.

For complex incidents, the Parties should consider Unified Command when multiple agencies have statutory or operational authority. Tyler County OEM may establish or support an Emergency Operations Center (EOC) function when county-level coordination is warranted.

Warren ISD will designate an appropriate District representative to participate in the EOC, Unified Command, or other coordination structure when requested and available.

The Parties will maintain clear separation between tactical operations and resource/coordination functions. Emergency management will not direct police tactics, use-of-force decisions, arrests, evidence collection, or other law-enforcement actions.

8. STANDARD RESPONSE PROTOCOL (SRP)

When appropriate, Warren ISD and responding partners will recognize and support the District's SRP terminology: HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. The announced action will be followed by the location, hazard, or safety strategy when required by the District's adopted SRP.

Responding agencies will be briefed, when practicable, on Warren ISD's SRP terminology and campus-specific procedures. Nothing in the SRP prevents a law-enforcement officer, fire official, EMS provider, or incident commander from giving immediate safety instructions necessary to protect life.

9. MASS-CASUALTY AND OVERWHELMING EVENTS

For a mass-casualty or overwhelming event, the Parties will support a coordinated response built around life safety, rapid notification, incident stabilization, triage/treatment/transport, accountability, resource management, family assistance, reunification, and continuity of operations.

- Warren ISD will provide available student/staff accountability information and campus maps to the Incident Command/EOC as soon as practicable.
- EMS and fire agencies will establish medical operations, triage, treatment, transportation, and patient-tracking processes under their applicable protocols.
- Warren ISD Police Department will address law-enforcement priorities, scene security, access control, threat mitigation, traffic control, evidence preservation, and protection of students/staff consistent with law and Department policy.
- Tyler County OEM will assist with resource requests, staging, agency coordination, public-information coordination, transportation/logistics, shelter or facility support, volunteer/resource coordination, and escalation to county, regional, or state resources as appropriate.
- The Parties will support a common operating picture and avoid duplicative or conflicting resource requests.
- When normal District resources are overwhelmed, Tyler County OEM may assist Warren ISD in identifying additional governmental, volunteer, nonprofit, private-sector, regional, or state resources, subject to availability and legal authority.

10. STUDENT ACCOUNTABILITY AND REUNIFICATION

When an emergency requires evacuation, relocation, early release, or closure, Warren ISD will retain primary responsibility for student accountability and parent/guardian reunification. Tyler County OEM will assist with coordination, facilities, traffic/transportation resources, communications support, and other requested resources.

The Parties will use the District's adopted SRM or other approved reunification process. Reunification locations will be selected based on the incident, capacity, security, transportation needs, weather, accessibility, and availability of the facility.

No outside agency will independently release a Warren ISD student to a parent/guardian unless authorized under the District's reunification process or required by law.

11. COMMUNICATIONS AND INFORMATION SHARING

The Parties will maintain current primary, secondary, and emergency contact information. Contact lists should identify 24-hour contacts, command staff, emergency-management personnel, and designated alternates.

Including but not limited to:

- Use interoperable radio, telephone, text, email, emergency notification systems, or other available systems based on incident conditions.
- Share timely operational information necessary to protect life, coordinate resources, and maintain a common operating picture.
- Protect student records, juvenile information, criminal investigative information, personally identifiable information, and other confidential information as required by law and District policy.
- Coordinate public information through the appropriate Public Information Officer(s). No Party will knowingly release protected information or represent another agency without authorization.

12. CAMPUS ACCESS, MAPS, AND FACILITY INFORMATION

Warren ISD will provide Tyler County OEM and designated responding partners with current campus maps and other operational information necessary for emergency planning and response, consistent with security and information-sharing requirements.

Including but not limited to:

- Campus access points and primary emergency entrances.
- Building numbering and room identification.
- Fire lanes, hydrants, utility shutoffs, staging areas, evacuation areas, and reunification locations.
- Locations of emergency equipment and critical infrastructure when appropriate to share.
- Current changes to campus construction, room numbering, access-control systems, or traffic patterns.

Sensitive security information will be shared only with personnel who have a legitimate operational need to know.

13. RESOURCE AND MUTUAL-AID COORDINATION

Tyler County OEM will assist Warren ISD in coordinating requests for additional personnel, equipment, transportation, sheltering, communications, generators, supplies, facilities, volunteers, and other resources when District capabilities are exceeded.

Requests for specialized law-enforcement, fire, EMS, public works, or other agency resources will be routed through the appropriate agency or established mutual-aid process. Nothing in this MOU guarantees availability of personnel, equipment, funding, or other resources.

14. EMERGENCY OPERATIONS CENTER / EOC COORDINATION

When activated, the Tyler County EOC may serve as a coordination point for county and external resources. Warren ISD may assign a representative to the EOC to provide District status, resource needs, student/staff accountability information, operational priorities, and recovery needs.

The EOC does not replace field Incident Command. Field operations remain under the applicable Incident Command/Unified Command structure.

15. TRAINING, EXERCISES, AND DRILLS

The Parties will make reasonable efforts to participate in joint training and exercises at least annually, subject to staffing, funding, and operational demands.

Including but not limited to:

- Tabletop exercises involving disaster, mass casualty, severe weather, hazardous materials, evacuation, reunification, and other high-impact scenarios.
- Campus walkthroughs with first responders and emergency-management personnel.
- Review of campus maps, access points, staging areas, evacuation locations, and reunification sites.
- Training on Warren ISD SRP/SRM terminology and emergency communications.
- After-action reviews and corrective-action tracking.

Exercises should be coordinated with the District's EOP, drill calendar, safety and security requirements, and applicable state requirements. Exercises should not create avoidable risk to students or staff.

16. AFTER-ACTION REVIEW AND CORRECTIVE ACTION

Following a significant incident or exercise, the Parties should conduct an after-action review. The review should identify strengths, gaps, resource issues, communications problems, training needs, policy conflicts, and corrective actions.

Corrective actions should be assigned to responsible parties with reasonable target dates. Findings that affect the Warren ISD EOP, campus procedures, SRP/SRM, or law-enforcement policy should be routed through the District's established review and approval process.

17. CONTINUITY OF OPERATIONS AND RECOVERY

The Parties will support continuity of essential District functions following a disaster. Recovery coordination may include alternate facilities, transportation, communications, utilities, debris management, security, student support, behavioral health resources, damage assessment, documentation of response costs, and restoration of educational operations.

Warren ISD remains responsible for District continuity-of-operations decisions unless another authority is established by law or by a separate agreement.

18. RECORDS, DOCUMENTATION, AND COSTS

Each Party will maintain its own incident records as required by law and applicable policy. Response agencies should document personnel, equipment, resource requests, damages, and costs associated with major incidents when appropriate to support reimbursement, disaster assistance, or internal review.

Unless otherwise agreed in writing, each Party is responsible for its own personnel and ordinary operating costs. Reimbursement or cost-sharing arrangements for extraordinary resources may be established by separate written agreement or applicable mutual-aid process.

19. LIABILITY AND LEGAL RESPONSIBILITY

Each Party remains responsible for the acts and omissions of its own officers, employees, agents, and contractors to the extent provided by law. Nothing in this MOU waives sovereign immunity, governmental immunity, statutory protections, defenses, or limitations available to either Party.

This MOU does not create a private cause of action, partnership, joint venture, employment relationship, or agency relationship between the Parties.

20. NO LIMITATION ON EMERGENCY AUTHORITY

Nothing in this MOU limits the lawful authority of the Governor, Texas Division of Emergency Management, Tyler County Judge, Tyler County Emergency Management Director/Coordinator, Warren ISD Board of Trustees, Warren ISD Superintendent, Warren ISD Police Chief, law-enforcement agencies, fire/EMS authorities, or other officials acting within their legal authority.

In an immediate threat to life or safety, responders may take reasonable emergency action without waiting for the procedures in this MOU to be formally activated.

21. NON-DISCRIMINATION AND ACCESSIBILITY

The Parties will make reasonable efforts to ensure emergency response, evacuation, sheltering, reunification, and communications procedures account for individuals with disabilities, language-access needs, medical needs, and other access and functional needs, consistent with law and available resources.

22. TERM, REVIEW, AND AMENDMENT

This MOU becomes effective upon the date of the last signature and remains in effect for five (5) years unless terminated earlier by either Party upon thirty (30) days' written notice, except that the Parties will make reasonable efforts to maintain emergency coordination during any transition period.

The Parties should review this MOU at least annually and after any major incident, exercise, significant organizational change, or change in applicable law.

Amendments must be in writing and signed by authorized representatives of both Parties.

23. RELATIONSHIP TO OTHER PLANS AND AGREEMENTS

If a provision of this MOU conflicts with applicable law, a controlling emergency declaration, or an adopted emergency-management or law-enforcement plan, the controlling law or authority governs. If this MOU conflicts with a more specific mutual-aid agreement, the Parties will follow the more specific agreement for that subject matter.

This MOU should be incorporated by reference or maintained as a supporting document to the applicable Warren ISD EOP and Tyler County emergency-management planning documents.

24. IMPLEMENTATION CONTACTS

Organization	Primary Contact	Contact Information
Warren ISD	Superintendent / Designee	To be completed by District
Warren ISD Police Department	Chief of Police / Designee	Office: 409-547-2240 Ext. 184
Tyler County Emergency Management	Emergency Management Coordinator / Designee	409-331-0874; tylercountyemc@co.tyler.tx.us
Tyler County Emergency Management Director	Tyler County Judge / Designee	Tyler County Office of Emergency Management

25. SIGNATURES

The undersigned representatives affirm that they are authorized to enter into this MOU on behalf of their respective organizations and agree to support the coordination principles described herein.

WARREN INDEPENDENT SCHOOL DISTRICT	TYLER COUNTY, TEXAS / OFFICE OF EMERGENCY MANAGEMENT
By:	By:
Name/Title:	Name/Title:
Date:	Date:
Warren ISD Board/Authorized Approval:	County/Authorized Approval:

APPENDIX A — RECOMMENDED INCIDENT COORDINATION CHECKLIST

- Confirm 9-1-1/emergency notification has occurred for immediate threats.
- Identify initial Incident Commander and establish command location.
- Select appropriate SRP action: Hold, Secure, Lockdown, Evacuate, or Shelter.
- Establish staging, access, traffic-control, and emergency vehicle routes.
- Determine medical/triage/transport needs and request additional EMS resources.
- Establish student/staff accountability and identify missing/unaccounted persons.
- Protect the scene and preserve evidence when a criminal investigation is involved.
- Notify Tyler County OEM when county-level coordination or resources may be required.
- Determine whether EOC activation or county resource coordination is appropriate.
- Identify evacuation or reunification location and establish security.
- Coordinate public information and family communications.
- Document resource requests, personnel, equipment, costs, decisions, and significant actions.
- Conduct an after-action review and assign corrective actions.

APPENDIX B — RESERVED FOR CAMPUS-SPECIFIC INFORMATION

- Current Warren ISD campus maps and responder access maps.
- Primary and alternate staging areas.
- Primary and alternate reunification sites.
- Emergency contact roster and 24-hour notification tree.
- Radio/communications interoperability information.
- Special-needs/access-and-functional-needs considerations.
- Utility shutoff and critical infrastructure information.
- Current evacuation routes and traffic-control plans.

LEGAL / ADMINISTRATIVE REVIEW NOTE

This document is a planning and coordination template and should be reviewed and approved by Warren ISD administration, the Warren ISD Police Department, Tyler County Emergency Management, and each Party's legal counsel/appropriate governing authority before execution. The Parties should verify all policy numbers, statutory citations, current SRP/SRM versions, emergency contacts, delegation of authority, insurance/indemnification language, records requirements, and local mutual-aid arrangements before adoption.