

THE SUPERINTENDENT AUTHORIZES THE CHIEF OF POLICE SERVICES TO DEVELOP AND IMPLEMENT AN EMERGENCY OPERATIONS PLAN (EOP) THAT IS PROMULGATED BY THE BOARD OF TRUSTEES. THE EOP IS REVIEWED ANNUALLY BY THE CHIEF OF POLICE SERVICES AND THE SAFE & SECURE SCHOOLS MANAGER AND POSTED ON THE DISTRICT'S INTERNAL USE ONLY WEBSITE. EACH FACILITY DIRECTOR OR PRINCIPAL IS RESPONSIBLE FOR ESTABLISHING AN EMERGENCY MANAGEMENT TEAM WHICH IS TASKED WITH INCORPORATING THE DISTRICT EOP TO THEIR SPECIFIC LOCATION. EACH FACILITY TEAM IS RESPONSIBLE FOR THE EOP, THE SAFETY AND SECURITY AUDIT, AND DRILLS AND EXERCISES RELATED TO THE PLAN. ALL PLANS ARE REQUIRED TO ADDRESS THE FOUR PHASES OF EMERGENCY MANAGEMENT WHICH ARE MITIGATION AND PREVENTION, PREPAREDNESS, RESPONSE AND RECOVERY AS DETERMINED BY THE COMMISSIONER OF EDUCATION AND THE GOVERNOR'S OFFICE OF HOMELAND SECURITY (TEC 37.108).

DISTRICT GUIDELINES FOR THE REQUIRED DRILLS ARE AS FOLLOWS:

1. LOCKOUT DRILLS:

- a. USED FOR EXTERIOR INCIDENTS THAT COULD JEOPARDIZE THE SAFETY OF STUDENTS/STAFF (I.E. CIVIL DISTURBANCE, ANIMAL CONTROL, BEE SWARMS, ETC).
- b. USE REVERSE EVACUATION TO BRING STUDENTS/STAFF IN FROM OUTSIDE, LOCK PERIMETER DOORS, AND CONDUCT BUSINESS AS USUAL.

2. LOCKDOWN DRILLS:

- a. FOR IMMEDIATE THREATS TO STUDENTS, STAFF AND VISITORS WITHIN FACILITY SPACES.
- b. LIGHTS OFF, LOCK DOORS, OUT OF SIGHT.
- c. LOCKDOWN DRILLS WILL BE HELD NO FEWER THAN ONCE EACH SEMESTER.

3. SHELTER-IN-PLACE:

- a. TO AMASS STUDENTS, STAFF AND VISITORS IN ADEQUATE AREAS OF REFUGE WITHIN FACILITY SPACES. FOR SEVERE WEATHER, THE

AREA OF REFUGE MAY BE AN INTERIOR CORRIDOR OR ROOM. INCORPORATE “DROP, COVER AND HOLD” TECHNIQUES.

- b. FOR HAZARDOUS MATERIAL RELEASES, AN AREA OF REFUGE MAY BE A CLASSROOM. SHUT OFF HEATING, VENTING AND AIR CONDITIONING (HVAC).**
- c. SHELTER-IN-PLACE DRILLS WILL BE HELD NO FEWER THAN ONCE EACH SEMESTER.**

4. EVACUATION DRILLS:

- a. AN EVACUATION MEANS THAT STUDENTS, STAFF AND VISITORS MUST EXIT ONE OR ALL FACILITY BUILDINGS TO A SAFE LOCATION ON THE FACILITY GROUNDS OR TO AN OFF-SITE LOCATION.**
- b. THE NUMBER OF EVACUATION DRILLS IS THE SAME FOR ALL SCHOOLS. STATE LAW REQUIRES ONE EVACUATION DRILL BE CONDUCTED FOR EACH MONTH THAT HAS TEN OR MORE AVAILABLE SCHOOL DAYS IN SESSION. THE DRILLS MUST INCLUDE AT LEAST ONE “OBSTRUCTED” EVACUATION DRILL EACH SEMESTER.**

DISMISSAL
SCHOOL

OF Schools may not be dismissed for any reason before the regular closing hour without prior written approval of the Superintendent **OR HIS DESIGNEE.**