

Notice of School Safety & Security Committee Meeting
Educational Leadership, Inc. (charter holder) of Southwest Public Schools (charter school)
Date: January 18, 2024

Notice is hereby given that on the 18th day of January, 2024, the School Safety and Security Committee of Southwest Public Schools (charter school) will hold a School Safety and Security Committee Meeting at 11:30am, in person. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this notice.

The subjects to be discussed or considered, or upon which any formal action may be taken are as follows: (Items do not have to be taken in the same order as shown on the meeting notice).

AGENDA

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, Subchapters D and E.

1. **Call to order**
2. **Public Comment**

To submit Public Comments or Agenda Item questions go to Cellie McCoy at cmccoy@swschools.org
Any public Comments or Agenda Item questions should be submitted prior to 9:00 am on the day of a School Safety and Security Meeting. No presentation shall exceed three minutes.

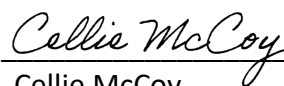
3. **Action Item(s)**

Consider School Safety and Security Committee approval of the 2023-2024 Basic Operations Plan, Hazardous Materials Annex, Severe Weather Annex, and the Train Derailment Annex.

4. **Adjourn Meeting**

Certificate of Posting or Giving of Notice

On this 17th day of January 2024, at 2:00 p.m. this Notice was posted in compliance with the Texas Open Meeting Act on the front window of the administration building.



Cellie McCoy

Director of Business Services

Southwest Public Schools

Basic Plan



January 2024

PROMULGATION STATEMENT

Southwest Public Schools and its stakeholders expect that schools are safe havens for education. However, the district cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, all faculty and staff, substitute teachers, and students must be prepared to respond efficiently and effectively to an incident. Through its comprehensive emergency management program, Southwest Public Schools strives to ensure it continues to provide a safe and orderly environment for students, faculty, and staff while supporting the community. As a result, the Southwest Public Schools' emergency management program focuses on the five phases of emergency management; supports local, state, and federal legal authorities; and incorporates mandated requirements and best practices.

This Basic Plan is the core of the Southwest Public Schools' Multi-Hazard Emergency Operations Plan (EOP). This EOP, including its supporting documents, provides a framework that outlines our intended approach to manage incidents of all types. It is designed to allow for integration with local, state, and federal emergency management agencies. This EOP is reviewed and updated at least annually and is to be regarded as guidelines rather than performance guarantees.

The Superintendent is responsible for approving and ensuring promulgation of this EOP, which supersedes all previous versions of this EOP. If any portion of this EOP, or its supporting documents, are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of this EOP.

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 the emergency management program. The Superintendent may also identify individuals whose responsibilities are to support the district emergency management program. Significant changes to this EOP will be signed by the Superintendent.

Dr. Felicia Adams
Superintendent

Date Signed _____

APPROVAL FOR IMPLEMENTATION

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

Approved: _____
John Bishop
Emergency Management Coordinator

Date: _____

Concurred: _____
Celestino Gonzalez
School Safety and Security Committee Chair

Date: _____

RECORD OF CHANGES, ANNUAL REVIEW, AND DISTRIBUTION

RECORD OF CHANGES AND ANNUAL REVIEW

According to the dates below, this district EOP has been reviewed and/or updated. This Record of Changes and Annual Review identifies only significant changes made to this Basic Plan as part of the EOP review process. If no significant changes were made, the phrase "Annual EOP Review Conducted" has been placed in the *Summary of Significant Changes and Annual Review* column.

CHANGE NUMBER	DATE OF CHANGE	NAME OF PERSON OR AGENCY MAKING THE CHANGE	SUMMARY OF SIGNIFICANT CHANGES AND ANNUAL REVIEW
1	8/03/2023	John Bishop, Emergency Management Coordinator	Annual EOP Review Conducted
2	8/03/2023	Southwest Public Schools' Safety and Security Committee	Included additional response activities that were needed based on the results from the annual safety and security audit.
3	3/24/2023	Southwest Public Schools' Safety and Security Committee	Updated information to reflect current practices and policies
4	1/18/24	Southwest Public Schools' Safety and Security Committee	Updated information to reflect current practices and policies

RECORD OF DISTRIBUTION

Updated versions of this Basic Plan have been distributed to the following district members and applicable response agencies identifying their receipt, review, and intent to use this EOP during an incident.

TITLE AND NAME OF PERSON RECEIVING THE PLAN	NAME OF AGENCY RECEIVING THE PLAN	DATE OF DELIVERY	NUMBER OF COPIES
Allison Hudson, Program Manager & Public Information Officer	Houston Office of Emergency Management	January 18, 2024	1
John Bishop, Executive Director of Facilities & IT Infrastructure; Emergency Management Coordinator	Southwest Public Schools Facilities/IT Infrastructure	January 18, 2024	1
Melissa Nowicki, Executive Director of Business Services	Southwest Public Schools Business Services	January 18, 2024	1
Principal Marian Busby	The Phoenix Schools	January 18, 2024	1
Principal Spencer Lodree	Discovery Middle School	January 18, 2024	1
Principal Roshanda Johnson	Bissonnet Elementary	January 18, 2024	1
Principal Salvador Barrera	Mangum Elementary	January 18, 2024	1
Principal Adrienne Bykowicz	Empowerment High School	January 18, 2024	1
Stacy Garcia, Multi-Site Program Support Officer	The Phoenix Schools	January 18, 2024	1
Tracey Egan, Chief Financial Officer	Southwest Public Schools Business Services	January 18, 2024	1
Dr. Keri Fovargue, Chief of Staff	Southwest Public Schools Human Resources	January 18, 2024	1
Dr. Felicia Adams, Superintendent	Southwest Public Schools Superintendent Office	January 18, 2024	1
Uyen Nguyen, Chief Academic Officer	Southwest Public Schools Academics	January 18, 2024	1
Dr. Michael Love, Chief of Operations, Strategy & Innovation	Southwest Public Schools Operations Office	January 18, 2024	1

TABLE OF CONTENTS

Section 1.0 Purpose and Scope	1
Purpose	
Scope	
Section 2.0 Legal Requirement	2
Section 3.0 Situation Overview and Assumptions	3
Situation Overview	
Individuals with Disabilities or Access and Functional Needs	
Individuals with Limited English Proficiency	
Facilities and Campuses	
Hazard Summary	
Resources	
Assumptions	
Section 4.0 Concept of Operations.....	6
Approach to Emergency Management	
Emergency Operations Organization	
Phases of Emergency Management	
Prevention	
Mitigation	
Preparedness	
Response	
Recovery	
Physical and Psychological Safety	
Section 5.0 Assignment of Responsibilities	8
Section 6.0 Direction and Control.....	11
General Information	
Chain of Command	
Coordination with Response Agencies	
Section 7.0 Public Information Officer	13
Section 8.0 Administration and Support	14
Purchasing	
Reporting	
Situational Reports	
Federal Emergency Management Agency Incident Command System Forms To Be Used	
Recordkeeping	
Section 9.0 Development and Maintenance Process	16
Section 10.0 Explanation of Terms.....	17
Acronyms	
Definitions	

Section 11.0 Attachments 19
Attachment 1: District Hazard Analysis Summary Data 19
Attachment 2: Formal Agreements 21
Attachment 3: School Safety and Security Committee 22
Attachment 4: Safety and Security Audits 23
Attachment 5: Providing Maps and Walkthroughs to First Responders 24

Section 12.0 Annexes 25
Active Threat Annex 25
Active Shooter Appendix to the Active Threat Annex 36
Communicable Disease Annex 46
Communications Annex 57
Continuity of Operations Plan Annex 63
Emergency Public Information Annex 90
Evacuation and Shelter-in-Place of Annex 101
Hazardous Materials Annex 111
Train Derailment Appendix to the Hazardous Materials Annex 124
Reunification Annex 130
Severe Weather Annex 153

SECTION 1.0 – PURPOSE AND SCOPE

A. Purpose

The purpose of this multi-hazard emergency operations plan (EOP) is to educate and inform the district on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, substitute teachers, students, response agencies, and the community. The goal of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency management practices, relationships, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been tailored to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

Southwest Public Schools will review and update this EOP at least annually. These revisions will enhance our ability to support all phases of emergency management.

B. Scope

This EOP addresses district planning for all incidents and is applicable to all district facilities and campuses and ensures that individuals with disabilities, those with access and functional needs, and those with limited English language proficiency are addressed.

SECTION 2.0 – LEGAL REQUIREMENT

Texas Education Code 12.104 states that “an open-enrollment charter school is subject to...school safety requirements under Section 37.108.” Texas Education Code 37.108 states that “each school district or public 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.”

SECTION 3.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation Overview

To provide an effective response to an incident, this multi-hazard emergency operations plan (EOP) may be activated in part or in whole, as necessary, by the Superintendent or designee.

The intent of this EOP is to prevent or mitigate the effects of hazards that may affect the district. The district is located within Harris County, Houston, and is serviced by the Education Service Center (ESC) 4.

1. Individuals with Disabilities or Access and Functional Needs

It is the district's policy to provide equal safety during an incident for individuals with disabilities or access and functional needs in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example: on crutches or wearing a cast).

2. Individuals with Limited English Proficiency

It is the district's policy to provide equal safety during an incident for individuals with limited English proficiency.

3. Facilities and Campuses

The district has a total of 11 facilities. The district has 2 high schools, 2 middle schools, and 2 elementary schools. A master list of facilities is available at the Administration Building. 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 has 5 campuses.

Campus maps including campus demographics and responding agencies information are located in the Facilities Access Management Annex.

4. Hazard Summary

There are many hazards that have the potential to disrupt district operations resulting in loss of life and damage to property. Specific hazards have been identified through conducting a district hazard analysis. The Hazard Priority Table for identified district's hazards is located in Attachment 1: District Hazard Analysis Summary Data (page 19). The district has addressed each hazard in a separate annex attached to this Basic Plan (refer to Section 12 – Annexes).

5. Resources

Southwest Public Schools will use its own resources to respond to incidents. If these resources prove to be inadequate, the district has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure the district has access to needed resources during an incident impacting the district.

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

A list of current agreements is found in Attachment 2: Formal Agreements (p. 21). These agreements can be obtained through the district's legal office.

B. Assumptions

Planning requires a commonly accepted set of assumptions that provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the district regards to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

1. This EOP is a framework that provides guidance and structure to support our educational mission within a safe and secure environment.
2. This EOP is intended to provide guidance but does not imply performance guarantees. We may deviate from this plan as necessary.
3. Those individuals or agencies listed in the Record of Distribution acknowledge receipt, review, and intent to use this plan during an incident.
4. All facilities and campuses have created site-specific plans addressing their identified hazards.
5. Students, faculty, and staff are empowered to assess the seriousness of a situation and respond accordingly which may prevent an incident from occurring.
6. An incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty and staff should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
7. Probable or developing conditions may result in leadership making the decision to delay or cancel events in order to avoid potential injury or loss of life if conditions were to evolve into an incident.
8. 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.
9. We are prepared to take initial response actions until help from responding agencies is available.

10. Upon arrival, a member of a responding agency (for example: law enforcement, fire) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the incident.
11. An intentional threat against the district will result in security and law enforcement response actions.
12. A quick and appropriate response will reduce the number and severity of injuries.
13. A large-scale incident requires an effective and coordinated response between the district, community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, and staff.
14. During an incident, faculty and staff are expected to perform tasks beyond their daily duties.
15. Utilities (for example: water, electrical power, natural gas, telephone communications, radio systems, cell towers, information systems) may be interrupted due to an incident.
16. Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
17. Conducting regular drills, exercises, and trainings with students, faculty, and staff on the hazards identified in this EOP improves our readiness to respond to incidents and reduce incident related losses.

SECTION 4.0 – 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 incident and decisions of leadership.

This EOP does not replace the responsibility of each facility and campus to develop and test emergency plans. To the extent possible, the same personnel and resources used for daily operations will transition to response operations. Faculty, staff, and resources may be limited, so some routine services and activities that do not contribute to the incident response will 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 the emergency management program. The Superintendent may also identify individuals whose responsibilities are to support the district's emergency management program.

In order to ensure the district has a more efficient and effective response to incidents, and is eligible to receive federal preparedness funds, we have formally adopted and implemented the National Incident Management System (NIMS) on August 31, 2018.

B. Emergency Operations Organization

To manage all planned events and 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 creating a system for decision making.

C. Phases of Emergency Management

In compliance with Texas Education Code 37.108, 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, and the Commissioner of Education.

1. **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Examples: Cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems and cameras, etc.
2. **Mitigation:** Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Examples: Structural changes to buildings, elevating utilities, bracing and locking chemical cabinets, properly mounting lighting fixtures, ceiling systems, cutting vegetation to reduce wildland fires, etc.

3. Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Examples: Conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary, etc.
4. Response: Activities that address the short-term, direct effects of an incident. Examples: Lockdown, shelter-in-place, evacuation of students, search and rescue operations, fire suppression, etc.
5. Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

D. Physical and Psychological Safety

The physical safety of students, faculty, staff, and others in the community during an incident is addressed throughout every annex.

In addition to physical safety, this EOP ensures provisions for supporting the psychological safety of students, faculty, staff, and others in the community during an incident. These provisions are aligned with best practice-based programs and research-based practices in accordance with Texas Education Code 37.108, and in alignment with Section 161.325 of the Health and Safety Code.

This EOP, in compliance with Texas Education Code 37.108, includes strategies for ensuring any required professional development training for suicide prevention, grief-informed and trauma-informed care, and psychological first aid is provided to appropriate school personnel.

SECTION 5.0 – ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Key personnel in the following tables have been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS) to ensure effective emergency management planning and decision making.

While it is expected that personnel will take action to manage an incident until response agencies arrive, there are additional responsibilities prior to, and after an incident, that personnel will need to fulfill. We acknowledge that the primary responsibility concerning the response to an incident needs to be assigned to the individual who has the most subject matter expertise to managing the incident. For example, if there is a Mercury spill in the chemistry lab, the Incident Commander for the initial response to this incident should be the Chemistry teacher and not the Principal since the teacher has more expertise.

Tables signifying roles, responsibilities, and during which phase of emergency management each responsibility is to be fulfilled are located on the following pages.

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Executive Staff	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Superintendent	Assumes responsibility for emergency management planning, ensuring the process includes each phase of emergency management.	All Phases
	May designate an individual to serve as the emergency management coordinator who oversees the emergency management program.	Preparedness
	May identify individuals whose responsibilities are to support the emergency management program.	All Phases
	Approves and ensures promulgation of the multi-hazard emergency operations plan (EOP).	Preparedness
	Signs-off on all significant changes to this EOP.	Preparedness
	Activates, in part or in whole, this EOP in order to provide for an effective response to an incident.	Response
	Provides guidance for the direction and control of an incident according to NIMS and the district's emergency management program.	All Phases
	Assigns a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the community response to an incident.	Response
	Establishes a line of succession for making district decisions during an incident.	Preparedness Response
	Ensures this EOP is reviewed annually.	Preparedness
	Communicates with the School Safety and Security Committee regarding the objectives and priorities for the emergency management program.	All Phases
	Advises the board of trustees of incidents and provides periodic reports as needed.	Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Principal	Ensures development of campus site-specific emergency management plans.	Preparedness
	Responsible for the emergency management program on their campus.	All Phases
	Takes steps to ensure overall safety of students, faculty, and staff.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Committees	Responsibility	During Which Phase of Emergency Management it is Fulfilled
School Safety and Security Committee	Participates in the development and implementation of emergency plans ensuring they are consistent with this EOP and reflect the specific needs that exist for each facility and campus.	Preparedness
	Provides, periodically to the board of trustees and administration, recommendations to update this 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 established by the TxSSC.	Preparedness
	Provides information required to complete the safety and security audit, safety and security audit report, or any other report required to be submitted to the TxSSC.	Preparedness
	Ensures 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.	Preparedness
	Ensures a Safety and Security Audit Report is submitted to the board of trustees.	Preparedness
	Reviews each report submitted to the TxSSC to ensure it contains accurate and complete information regarding each facility and campus and follows the criteria established by the TxSSC.	Preparedness
	Consults with local law enforcement agencies on how to increase their presence near campuses.	Preparedness
	Selects where bleeding control stations are to be placed in schools, ensuring they are in easily accessible areas.	Preparedness
	Meets as required by Texas Education Code 37.109.	Preparedness
	Attends Psychological First Aid Training.	Preparedness
Policy Committee	Provides policy and strategic guidance.	All Phases
	Helps ensure adequate resources are available.	All Phases
	Keeps elected officials and other executives informed of situations and decisions.	Response Recovery

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Departments	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Business Services/Transportation Department	Develops plans to recall bus drivers.	Response
	Develops plans to adjust bus routes.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Maintenance Department	Develops plans to surveys and reports the condition of buildings.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Food Service Department	Develops plans to inventory existing food and supplies.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Business Services Department	Creates formal agreements with agencies and community organizations to ensure the district has access to needed resources during an incident	All Phases
	Protects, maintains, and stores essential records in collaboration with the Superintendent or President or Authorizing Official, in accordance with legal requirements for document retention.	All Phases

Southwest Public Schools' Basic Plan

	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
--	---	--------------------------

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Personnel	Responsibility	During Which Phase of Emergency Management it is Fulfilled
Executive Director Health & Social Services	Takes steps to ensure the safety of students, faculty, and staff.	All Phases
	Assists with the reunification of students with parents or guardians.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Nurses	Organizes first aid and medical supplies.	All Phases
	Administers first aid or emergency treatment as needed.	Response
	Supervises those trained to provide first aid to others.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Teachers	Remains with students until directed otherwise.	Response
	Takes attendance of their class when relocating to a safe location.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Emergency Management Coordinator (EMC)	Oversees the emergency management program.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Chief of Staff Officer	Assumes responsibility as the official spokesperson for the district during an incident.	Response
	Creates and maintains an updated Media Roster that contains the contact information for each local media outlet listed in the Emergency Communications Annex of the District's Basic Plan.	Preparedness
	Prepared and delivers accurate messages in a timely and professional manner.	Preparedness Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

SECTION 6.0 – DIRECTION AND CONTROL

A. General Information

To provide for the effective direction and control of an incident impacting the health and safety of the district, this Multi-hazard Emergency Operations Plan (EOP) will be activated. The Superintendent or designee will provide guidance for the direction and control of an incident according to the National Incident Management System (NIMS) and the emergency management program. The district will implement the Incident Command System (ICS) to manage the incident.

The first ICS trained individual to arrive at the incident will serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions in order to effectively respond to the incident, direct the on-scene response from the ICP, and provide an assessment of the situation to district officials and responding agencies. When an incident expands beyond the district's response capabilities, multiple agencies will 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) in order to make collaborative decisions and coordinate an effective response. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

In an incident impacting the community, the local office of emergency management may activate their Emergency Operations Center (EOC) to manage the response. A representative from the district, with decision-making authority, will be sent to the EOC to support and coordinate district activities.

B. Chain of Command

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

1. Superintendent
2. Chief of Staff
3. Chief of Operations, Strategy & Innovation
4. Chief Financial Officer

C. Coordination with Response Agencies

In accordance with Texas Education Code 37.108, Southwest Public Schools has measures in place to ensure coordination with the following agencies during an incident. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

1. Department of State Health Services
2. Houston Office of Emergency Management

3. Houston Police Department
4. Houston Health Department
5. Houston Fire Department

SECTION 7.0 – 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 (p. 57). The PIO is responsible for delivering accurate messages in a timely and professional manner.

SECTION 8.0 – ADMINISTRATION AND SUPPORT

A. Purchasing

1. The Business Services Department follows established policy while:
 - a. Overseeing all financial activities during an incident including purchasing resources.
 - b. Arranging contracts for services.
 - c. Tracking incident costs.
 - d. Timekeeping for personnel.
 - e. Verifying compliance with applicable laws and policies for financial coding.
 - f. Submitting forms for reimbursement.
 - g. Preserving all incident-related documentation.
2. Southwest Public Schools 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 Fiscal Policy.

B. Reporting

1. Situational Reports

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 incident.

2. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Forms To Be

- a. ICS Form 213, General Message, will be used immediately as needed.
- b. ICS Form 214, Activity Log, will be completed throughout the incident by individuals assisting with the incident.
- c. The FEMA forms can be downloaded using this link:
<https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

C. Recordkeeping

1. The following records will be kept during an incident and retained in the manner described in point three below for as long as the district's legal department recommends:
 - a. Records related to purchases (mentioned above in the Purchasing paragraph).
 - b. Activation and deactivation of incident policies, procedures, and resources.
 - c. Major commitments of resources or requests for additional resources through formal agreements.
 - d. Significant changes in the incident situation.

2. Records can be easily damaged during an incident. Efforts will be made to protect them in order to resume daily operations. These records include but are not limited to: legal documents, student files, and faculty and staff files.
3. Essential records will be protected and are maintained in collaboration with the Superintendent and Business Services Department in addition to Southwest Public Schools' IT Infrastructure Department and colocation facility housed off site. These records will be stored and kept in accordance with legal requirements for document retention.

SECTION 9.0 – 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.

- A. After-action reviews (AARs) will be conducted by the district following every drill, exercise, planned event, and 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 incident; and becomes a catalyst for updating the current EOP.
- B. The current EOP will be reviewed annually by the EOP Planning Team, response agencies, and others having roles and responsibilities mentioned in this EOP. This annual review has been established by the Superintendent. This review process also includes AAR feedback captured since the previous annual review.
- C. Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as 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.
- D. At the end of the review and comment period all significant changes will be recorded in the Record of Changes and Annual Review table. If no significant changes were made to the current EOP, the phrase “Annual EOP Review Conducted” will be noted in the Summary of Significant Changes and Annual Review column of the Record of Changes and Annual Review table. The Record of Changes and Annual Review table also verifies the EOP has been reviewed annually. The updated EOP is then forwarded to the appropriate authorities for their review and approval for implementation.
- E. Once the EOP’s Approval for Implementation page has been signed, the updated EOP will be forwarded to the Superintendent to sign the Promulgation Statement. Additionally, the Promulgation Statement will be signed, as soon as possible, when a new Superintendent assumes leadership.
- F. 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 incident by those individuals and agencies (both internal and external) responsible for assisting the district during all phases of emergency management.

SECTION 10.0 – EXPLANATION OF TERMS

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
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
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

1. **Actions:** Critical activities that need to be accomplished during all phases of emergency management.
2. **Agreement:** Can consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and community organizations to ensure resources are available during an incident.
3. **Contracts:** Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.
4. **Drill:** A preparedness activity designed to train individuals on responding effectively during an incident when loss of life or property are at risk.
5. **EOP Planning Team:** An individual, a collaborative team of individuals, a new team, or an existing team or committee that is responsible for developing, reviewing, and updating the district's multi-hazard emergency operations plan (EOP).
6. **Exercise:** A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an incident when loss of life or property are at risk.
7. **Hazard:** A situation that has the potential to adversely impact the safety of individuals or cause damage to property.
8. **Incident:** A situation that adversely impacts the safety of individuals or causes damage to property.

9. Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.
10. Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the incident is accomplished.
11. Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.
12. Incident Commander: The individual who has overall responsibility for managing the response to the incident.
13. 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.
14. Memoranda of Understanding: Formal or informal agreements between two government entities that, in its simplest use, creates a general understanding or level of cooperation between the entities that may not be binding. In practice these are often used as a more formal agreement, similar to an Interlocal Agreement, where they may define the responsibilities of each party, provide the scope and authority of the agreement, clarify terms and timelines, and outline compliance issues.
15. 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 roughly comparable value, if and when required.
16. 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 in order to reduce the loss of life or property.
17. Resources: Includes personnel, equipment, supplies, and facilities available to be used during an incident.
18. Unified Command: Similar to the Incident Commander; however, now two or more individuals, with authority in different agencies, join together to create one leadership role that has overall responsibility for managing the response to the incident.

SECTION 11.0 – ATTACHMENTS

Attachment 1: District Hazard Analysis Summary Data

Southwest Public Schools is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In July 2022, school staff members completed a thorough hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly. The table on the following page briefly discusses Southwest Public Schools' high-priority hazards including flood, severe storm, fire, chemical, intruder and train derailment.

Table 1. High-Priority Hazards

Flood	<p>Flooding is a natural feature of the climate, topography, and hydrology of Houston and its surrounding areas. Flooding predominates throughout the early fall and spring due to rainy weather.</p> <p>Long periods of drought followed by heavy rainfall are normally the cause. Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks, or prolonged rainfall causes run off.</p>
Severe Storm (Thunderstorm, Hurricane, Tropical Storm)	Houston and its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation by Southwest Public Schools, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.
Fire	Fire hazards are the most prevalent types of hazards.
Infectious/ Communicable Disease	Infectious/communicable diseases are possible and can create a pandemic situation. The effect is that students may not be permitted to attend school during the outbreak or may need to

	utilize personal protection equipment.
Intruder/ Active Shooter	While a hostile intruder incident has never occurred in Southwest Public Schools, like any school, it is vulnerable to intruders.
Train Derailment	The Mangum campus has a railroad track that runs behind the school. The track is across the street from the school. Trains carry hazardous cargo at times.

Southwest Schools Hazard Analysis Tool

This hazard analysis tool was crafted by the Texas School Safety Center to be readily accessible to the average staff member within the school communities we serve. Our goal is accessibility for these school communities. Hazard analysis is ultimately a subjective process and can inform important decisions beyond emergency planning. This tool will give you a starting point with which to have further conversations about financial and emergency planning for the hazards that most impact your community. The original copy of this tool can be found on the TxSSC website (txssc.txstate.edu) in the Basic Plan Toolkit under the Tools tab.

We've assigned a range of values from 0-10 for each column. *Districts may change the values to suit their local needs.*

Hazard	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - District Operations (0-6)	TOTAL SCORE
Active Shooter (Attacker)	1	8	2	2	13
Chemical Plant Release	1	6	2	2	11
Communicable Disease	6	6	0	2	14
Cyber Attack/Ransomware	1	2	1	4	8
Earthquake	1	6	2	0	9
Flooding	3	6	2	2	13
Highway Accident/HAZMAT	1	2	1	0	4
Hurricane/Tropical Storm	6	6	2	2	16
Major Utility Loss	3	2	1	2	8
Pipeline Release	1	2	1	0	4
Severe Thunderstorm	9	6	1	2	18
Tornado	1	6	2	2	11
Train Derailment	1	2	1	0	4
Wildfire	1	2	2	2	7
Winter Storm	6	2	1	2	11

Attachment 2: Formal Agreements

A. Resources Needed by the District

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

RESOURCES NEEDED BY THE DISTRICT PROVIDED THROUGH FORMAL AGREEMENTS WITH AGENCIES AND COMMUNITY ORGANIZATIONS		
Agency	Type of Agreement	Resource(s)
Cotton Global Disaster Recover	Contract	Water Damage Mitigation & Restoration, Fire & Smoke Damage Restoration, Construction Services, Air Duct and HVAC Services, Disinfecting
United Rentals	Contract	Portable AC Units, Fans, Generators
Sparkletts Water	Contract	Potable Water
Owens Security	Contract	Security of People & Facilities
Houston Police Department	Contract	Security of People & Facilities
K. Smith Elementary; CW 39; La Iglesia de Jesucristo de los Santos de los Últimos Días	Interlocal Agreement	Reunification Sites

B. Resources Needed by Agencies and Community Organizations from the District

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

RESOURCES NEEDED BY AGENCIES AND COMMUNITY ORGANIZATIONS PROVIDED THROUGH FORMAL AGREEMENTS WITH THE DISTRICT		
Agency	Type of Agreement	Resource(s)
T-Mobile	Contract	Telecommunications
Goodman Services	Contract	Buses for evacuation
Harris County Sheriff's Office	Interlocal Agreement	
Houston Food Bank	MOU	Food Source
FEMA	Interlocal Agreement	Emergency Response Services
Office of Emergency Management	Interlocal Agreement	Emergency Response Services

Attachment 3: School Safety and Security Committee

In accordance with Texas Education Code 37.109, the School Safety and Security Committee, to the greatest extent practicable, includes:

AGENCY	NAME	TITLE
City or County's Office of Emergency Management	Allison Hudson	Program Manager/ Public Information Officer
Local Police Department or Sheriff's Office	Michael Prause	Houston Police Department
President of the Board of Trustees	Celestino Gonzalez	President of the Board of Trustees
A member of the Board of Trustees	Daniel Saenz	Board of Trustees Member
Superintendent	Dr. Felicia Adams	Superintendent
Designee(s) of the Superintendent	Todd Davis	Classroom Teacher
District Safety Representatives	Krystal Gokey John Bishop Tracey Urban Cellie McCoy Marcela Guajardo	SSS Program Specialist Emergency Management Coordinator Chief Financial Officer Business Manager Executive Director Health & Social Services
Parents or Guardians of Enrolled Students	Wendy Gomez Tiffany Washington	Parent Parent

In accordance with Texas Education Code 37.109, 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 Chapter 551, Government Code, 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 table below includes data concerning the previous year's meetings.

SCHOOL SAFETY AND SECURITY COMMITTEE MEETINGS HELD DURING THE 2023-2024 ACADEMIC YEAR	
Meeting Date	Meeting Time
June 14, 2023	2:00 PM
August 3, 2023	2:00 PM
January 18, 2024	2:00 PM

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. A Safety and Security Audit Report has been submitted to the board of trustees.

SAFETY AND SECURITY AUDIT CERTIFICATION STATEMENT		
Date Safety and Security Audit Was Completed	Person or Agency Who Conducted the Safety and Security Audit	Date Safety and Security Audit Report Was Submitted to the Board of Trustees
Enter Date	Enter Name	Enter Date
August 3, 2022	Emergency Management Coordinator and Staff/ Safe and Supportive Schools Program Specialist	August 25, 2022

Attachment 5: Providing Maps and Walkthroughs to First Responders

Emergency response maps have been provided to the Texas Department of Public Safety and the following first responder agencies (Police, Fire, EMS), in compliance with Texas Education Code 37.108(f)(9).

EMERGENCY RESPONSE MAP CERTIFICATION STATEMENT		
Date Map Provided	Agency Receiving Map	Agency Staff Receiving Map
Enter Date	Enter Name	Enter Name/Badge Number
10/10/2023	Houston Fire Department	Fire Inspector Juan Garcia
10/10/2023	Houston Fire Department	Fire Inspector Christopher McCreadys
11/21/2023	Houston Police Department	Senior Police Officer Michael Prause

The district has provided opportunities to conduct walkthroughs of district facilities to the Texas Department of Public Safety and the following first responder (Police, Fire, EMS) agencies, in compliance with Texas Education Code 37.108(f)(9).

WALKTHROUGH CERTIFICATION STATEMENT			
Date Walkthrough Offered	Agency Contacted	Agency Supervisor Accepting or Declining Walkthrough	Date Walkthrough Completed
Enter Date	Enter Name	Enter Name/Badge Number	Enter Date
10/10/2023	Houston Fire Department	Fire Inspector Juan Garcia	10/10/2023
10/10/2023	Houston Fire Department	Fire Inspector Christopher McCreadys	10/10/2023
11/21/2023	Houston Police Department	Senior Police Officer Michael Prause	11/21/2023

SECTION 12.0 – ANNEXES

Functional annexes address general strategies for a specific set of broad actions such as how our district will handle communications or evacuations through the five phases of emergency management.

Hazard-specific annexes utilize the five phases of emergency management to address actions and responsibilities needed to manage an incident.

Active Threat Annex

Active Shooter Appendix to the Active Threat Annex

Communicable Disease Annex

Communications Annex

Continuity of Operations Plan Annex

Emergency Public Information Annex

Evacuation and Shelter-in-Place Annex

Hazardous Materials Annex

Reunification Annex

Severe Weather Annex

Southwest Public Schools Severe Weather Annex



January 2024

Section 1 – Purpose and Scope

1.1 Purpose

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 because severe weather hazards are acts of nature and cannot be prevented. However, they can be planned for.

1.2 Scope

This annex is meant to address district planning for a severe weather incident and applies to the whole district and surrounding community and all district property.

Section 2 – General Information

2.1 Hazard Overview

Severe weather can happen anytime and anywhere. Severe weather can include thunderstorms, tornadoes, large hail, flooding, flash flooding, and winter storms associated with freezing rain, sleet, snow, and strong winds. The Southwest Public Schools Hazard Analysis will inform which weather events will be addressed in appendices to this annex.

2.2 District-Specific Hazard Risk

Southwest Public Schools identifies the following severe weather incidents as high priority. Where noted, these hazards are addressed in an appendix to this annex.

Flooding

Flooding is an overflowing of water onto land that is normally dry.

Hurricane

A hurricane is a tropical cyclone that has maximum sustained surface winds of 74 mph or greater (64 knots or greater).

Thunderstorm

A thunderstorm is a rain shower accompanied by thunder. Because thunder comes from lightning, all thunderstorms have lightning.

Tornado

A tornado is a narrow, violently rotating column of air that extends from a thunderstorm to the ground.

Winter Weather

A winter storm is a combination of heavy snow, blowing snow, and may have dangerous wind chills.

2.3 Hazard Preparedness and Warning

National Weather Service

Jeff Linder, Director Hydrologic Operations Division, Harris County Flood Control District

2.4 Safety in Portable Buildings

In compliance with [TEC 37.108](#), Southwest Public Schools utilizes the following measures to ensure the safety and security of those in portable buildings during a severe weather incident:

- Communication to portable buildings is conducted through cell phones.
- The campus with portable buildings determines the criteria for moving students to another location in the event of a severe storm.
- Follow-Up Communication and Activate Reunification Plan, if needed.

2.5 Access and Functional Needs

Southwest Public Schools (SWPS) often conducts risk assessments to understand the specific needs of students and staff with access and functional needs. This includes those with physical disabilities, medical conditions, psychological or emotional needs, and even temporary conditions like injuries.

In compliance with [TEC 37.108](#), Southwest Public Schools utilizes the following measures to ensure the safety and security of those with access and functional needs during a severe weather incident.

Personalized Emergency Plans: For students and staff with known needs, SWPS develops personalized emergency plans in collaboration with campus/building staff. These plans take into account the individual's specific requirements during an emergency, such as severe weather.

Accessible Facilities: SWPS ensures that the physical environment is accessible to all. This includes having shelters or safe rooms that are wheelchair accessible, providing visual and audio emergency alerts for those with hearing or vision impairments, and ensuring that evacuation routes are accessible to everyone.

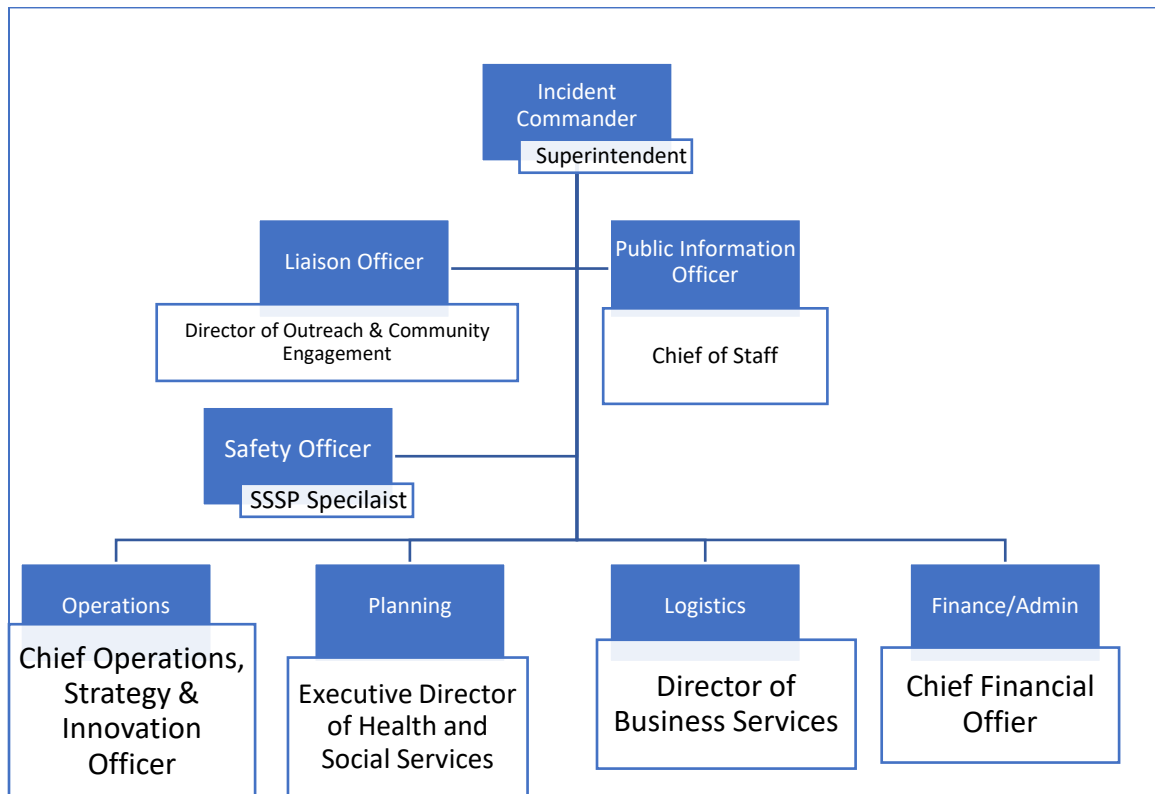
Emotional and Psychological Support: SWPS has plans to ensure we are able to provide adequate access to counselors or mental health professionals, especially after a severe weather event to help address the psychological and emotional needs of those affected. We work with internal social workers and have established relationships with surrounding districts and non-profits to ensure adequate staff would be available.

Education and Awareness: SWPS provides regular education and awareness campaigns for staff and students about the specific needs of individuals with disabilities in emergencies.

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

Southwest Public Schools will designate an Incident Commander for a severe weather incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase

Severe Weather hazards are acts of nature and cannot be prevented.

Mitigation Phase

Reduce the impact of a severe weather incident.

District Action	Responsible Role
Areas in the facility have been identified that would be suitable as safe rooms or areas that could be safe rooms for a severe weather hazard	Principal
Emergency Management Coordinator is responsible for shutting off utilities when needed	EMC
Facilities will be notified of and regularly address facility and building improvements to reduce the risk of the severe weather	Executive Director of Facilities
Perishable food is not kept on campus	Executive Director of Business Services

Preparedness Phase

Regularly review district readiness for a severe weather incident.

District Action	Responsible Role
<p>To address the completion of the required school drill schedule and the consideration of progressive severe weather exercises in a district, SWPS provides these steps.</p> <p>SWPS ensures staff are aware of the collaboration we've established with local, state, and national regulations regarding school drills.</p> <p>SWPS has established a drill calendar for the academic year, incorporating all required drills. This includes fire drills, hurricane drills, lockdown drills, and any other drills mandated by local and state regulations.</p> <p>SWPS provide training and educational sessions for school staff, teachers, substitutes, and students to ensure everyone understands the procedures and protocols associated with each type of drill. This includes educating them on how to respond to severe weather situations.</p> <p>SWPS maintains thorough documentation of each drill, including attendance records, observations, and any challenges encountered. SWPS also incorporated agreements with companies we partner with that provide substitutes to ensure training is incorporated into the onboarding process.</p>	Chief of Operations, Strategy & Innovation
First responders are familiar with the school and regularly invited to walk the campuses and participate in the drills. Owens Security reports to each campus daily. Fire Marshalls have access to the Red Emergency boxes and	EMC

Preparedness Phase	
Regularly review district readiness for a severe weather incident.	
District Action	Responsible Role
binders upon arrival at sites. First responders are invited to tour campuses once per semester.	
Testing of mass communication both internal and external occurs quarterly during district Professional Days embedded in the district's Academic Calendar. All systems including Raptor, Apptegy (Rooms/Alerts), Thrillshare, Facebook, Instagram, Twitter are tested on these dates with all employees and community. Additionally, SWPS IT department runs systematic checks.	EMC
NOAA Weather Radio, Weather Channel/WeatherBug App, and Geo-targeted mass notifications to monitor weather events	EMC
Students are brought indoors during severe weather conditions including, but not limited to lightning	Principal
The PIO will be responsible for sharing information about severe weather with the district community	Chief of Staff
Raptor Emergency Management is used by all campuses except Phoenix to account for staff and students	Principal
Phoenix campus utilizes daily attendance rosters to account for staff and students	Multi-Site Program Support Officer
Emergency Preparedness Plan: SWPS has developed a detailed plan that addresses various types of emergencies (natural disasters, intruders, fires, etc.). This plan is regularly reviewed and updated.	EMC
Role Assignments: We have designated specific roles to staff members during emergencies, such as who is responsible for first aid, who leads evacuation, who checks classrooms, etc.	Chief of Operations, Strategy & Innovation

Response Phase	
District actions during a severe weather incident.	
District Action	Responsible Role
SWPS has adopted the SRP and all In an Emergency TAKE ACTION signs are posted in each room/office/areas at each site. (HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER). Signs are posted in English and Spanish. The system is activated through Raptor and all employees and substitutes are trained to download and access the app on personal cell phones.	EMC
Student, staff, and Guest Attendance: SWPS has systems in place to account for all students. This involves teachers taking role immediately after an evacuation, each day (ADA). We also use our check-in system to account for all guests and staff that are on the campus. Our district can immediately access this information to account for all individuals on any site during an emergency. Hard copies of classroom rosters are also available and provided to principals.	Director of PEIMS
The IEP Committee will plan for persons with access and functional needs to get to shelter-in-place areas for students with disabilities	Executive Director Special Education

Response Phase	
District actions during a severe weather incident.	
District Action	Responsible Role
Reunification Procedures: Following the SRP, we will also utilize Raptor, Thrillshare Alerts, Apptegy Rooms, Social Media Posts, Callouts, Text Messages. SWPS has a clear plan for safely reuniting students with their families after an emergency, which includes designated locations and verification processes.	Chief of Staff
The HR Department will plan for persons with access and functional needs to get to shelter-in-place areas for students with disabilities	HR Partner
The PIO will Initiate and coordinate public information activities with local response agencies	Chief of Staff
The PIO will communicate information to all stakeholders during severe weather. We have implemented a robust communication system to alert everyone on campus during an emergency. This includes intercoms, text alerts, emails, or public address systems. We also have a public callout and text system (Raptor) that communicates updates to public stakeholders.	Chief of Staff
The Chief of Operations, Strategy and Innovation (COSI) in collaboration with the Superintendent and IC or EMC will activate the COOP. The COSI and EMC will coordinate aspects of the plan and communicate to all stakeholders for implementation to carry out essential functions.	Chief of Operations, Strategy & Innovation

Recovery Phase	
Return to normal district operations following a severe weather incident.	
District Action	Responsible Role
Personnel are properly trained to document expenses for potential reimbursement	Director of Business Services
The district account for personnel via the Raptor Emergency System at all campuses except Phoenix	Principal
The district account for personnel via the sign in sheet at the Phoenix campus	Multi-Site Program Support Officer
Local first responders will be necessary for resources and personnel to perform search and rescue	Chief of Staff
EAP procedures are in place to address r policies that address post incident psychological support of staff	HR Partner
An after-action review (AAR) will be conducted after an event	Principal
If the event that occurs is likely to cause emotional trauma, Southwest Public Schools will initiate psychological support services, including trauma- and grief information care for the entire population of the affected campuses. Those affected will be grouped in primary, secondary, and tertiary groups depending upon their relationship with the emotional trauma. This will allow Southwest Public Schools to provide timely support with appropriate intensity. If the emotional trauma can be addressed by employed district mental health professionals, internal resources will be utilized. If the emotional trauma exceeds the capacity of the employed district mental health professionals, external resources will be utilized such as partnerships with outside mental health professionals and other school districts.	Executive Director of Special Education

Recovery Phase	
Return to normal district operations following a severe weather incident.	
District Action	Responsible Role
<p>Assess damage:</p> <ul style="list-style-type: none"> • Conduct facility damage assessments. • Prioritize damage and make emergency repairs as needed. • Plan for long term repairs. <p>Document damages.</p> <ul style="list-style-type: none"> • Record damage and repairs for the possibility of federal reimbursement. • Photograph damage and emergency repairs for insurance and reimbursement purposes. 	Chief Financial Officer
<p>Compile district needs and identify sources for those needs.</p> <ul style="list-style-type: none"> • Identify any vendors/resources available to provide emergency services. • Identify any vendors/resources and supplies needed to complete all repairs needed. • Communicate with your local Emergency Management to discuss immediate and long-term recovery needs. 	Chief Financial Officer
<p>Prepare students, staff and faculty to resume normal operations.</p> <ul style="list-style-type: none"> • Coordinate public information activities with local jurisdictions. • Identify and send relevant community messaging. • Consider actions needed for displaced students or staff. • Engage suitable locations for use as instructional facilities in the event district campuses cannot be occupied. • Engage technology for remote learning when needed. 	Chief of Staff Officer
<p>Measure long term mental health/trauma-informed care needs to support a return to normal operations.</p> <ul style="list-style-type: none"> • Review information from past major hurricane events to predict what resources you might need to engage. 	Executive Director of Special Education
<p>SWPS will respond to the After-Action Review and document findings from the needs assessment in an Improvement Plan.</p>	EMC

Southwest Public Schools
Train Derailment Appendix to
the Hazardous Materials Annex



January 2024

Purpose and Scope

Purpose

A school district's Multi-Hazard Emergency Operations Plan (EOP) should include a policy for responding to a train derailment near a district facility if appropriate. Per Texas Education Code 37.108(d), a school district is only required to adopt the policy if a district facility is located within 1,000 yards of a railroad track, as measured from any point on the school's real property boundary line. The school district may use any available community resources in developing the policy described by this subsection.

This Train Derailment Appendix identifies specific district tasks necessary before, during, and after a train derailment incident.

Scope

This document applies to the whole district and the surrounding community, including first responder agencies. All district staff, including substitutes, who are assigned emergency management roles and responsibilities should receive training in and have access to all district emergency plans. External stakeholders likely to respond to an incident should also review this appendix for compatibility with their operations and resources.

Specific Actions Taken Before, During, and After an Incident

Before a Train Derailment Incident	
Task	Responsible Role
Use Google Earth to determine the distance to the railroad tracks for all district campuses and facilities.	Emergency Management Coordinator (EMC)
Identify which railroad companies operate the tracks near your school and locate their emergency contact information.	Emergency Management Coordinator (EMC)
Reach out to the local fire department (FD) for assistance and pre-planning guidance. The FD can help identify common hazardous materials, minimum safe evacuation distance standards, and other response protocols to help develop plans to fit your district.	Emergency Management Coordinator (EMC)
Reach out to your local or county Emergency Manager (EM) for assistance. They may be able to answer questions that the FD cannot and may have additional suggestions on how to prepare for an incident.	Emergency Management Coordinator (EMC)
Best practice: Ask your FD, EM, or Local Emergency Planning Committee (LEPC) to request a Commodity Flow Report from the railroad company. This will identify the most common hazardous materials that are transported through the area.	Emergency Management Coordinator (EMC)
Best practice: Identify the most common hazardous materials transported in your area, look up the response procedures in the Emergency Response Guidebook (ERG), and list them in the appendix.	Emergency Management Coordinator (EMC)
Contact the railroad company and ask about any applicable training provided in your area. Generally, there are signs located at railroad crossings that identify the owner of the railroad and contact information.	Emergency Management Coordinator (EMC)
Preplan your evacuation routes making sure to have alternate routes in place as a backup in the case that one is inaccessible. Assume that the train derailment will block traffic along with any crossings for up to one mile.	Emergency Management Coordinator (EMC)
Ensure your team knows how to turn off Heating, Ventilation, and Air-Conditioning (HVAC) systems if a shelter-in-place for Hazmat is ordered.	Emergency Management Coordinator (EMC)

During a Train Derailment Incident	
Task	Responsible Role
Call 911.	Principal
Turn off HVAC systems.	Principal
Determine if there is a Hazmat release or potential for a release.	Principal
Activate the Standard Response Protocol. Make the decision to reverse evacuate, shelter-in-place for Hazmat, or evacuate based on the situation. Refer to the Evacuation and Shelter-in-Place Annex.	Principal
	Chief of Staff Officer
Do not turn on or off lights, fans, or any other electronic switches.	Principal
Activate your Continuity of Operations Plan (COOP) if needed.	Principal

During a Train Derailment Incident	
Task	Responsible Role
<p>Safe Student-Family Reunification Plan: After implementation of the SRP, activate established comprehensive procedure for the secure reuniting of students with their families following an emergency. This process involves predetermined gathering points and thorough identity verification methods. SWPS uses the following methods for communication and reunification instructions: Raptor, Thrillshare Alerts, Apptegy Rooms, Social Media Posts, Callouts, and Text Messages</p>	<p>Chief of Operations, Strategy & Innovation</p>
<p>Activate Emergency Mass Communication System - The PIO will communicate information to all stakeholders during a Train Derailment. We have implemented a robust communication system to alert everyone on campus during an emergency. This includes intercoms, text alerts, emails, or public address systems. We also have a public callout and text system (Raptor) that communicates updates to public stakeholders.</p>	<p>Principal</p>
<p>Emergency Response Strategy: SWPS has meticulously crafted a comprehensive strategy to tackle various emergency scenarios, including natural disasters, unauthorized intrusions, and fires. This strategy is consistently evaluated and refined.</p> <p>Emergency Role Delegation: Specific emergency duties have been assigned to our staff members. These responsibilities include administering first aid, overseeing evacuations, and conducting classroom checks.</p>	<p>Emergency Management Coordinator</p>
<p>SWPS has efficient mechanisms to monitor the presence of all students, staff, and visitors on campus. This includes the use of roll call by teachers' post-evacuation and a check-in system for guests and staff. Our district can instantly access this data to verify the whereabouts of everyone on any of our sites in the event of an emergency.</p>	<p>Chief of Operations, Strategy & Innovation</p>
<p>If the event that occurs is likely to cause emotional trauma, Southwest Public Schools will initiate psychological support services, including trauma- and grief information care for the entire population of the affected campuses. Those affected will be grouped in primary, secondary, and tertiary groups depending upon their relationship with the emotional trauma. This will allow Southwest Public Schools to provide timely support with appropriate intensity. If the emotional trauma can be addressed by employed district mental health professionals, internal resources will be utilized. If the emotional trauma exceeds the capacity of the employed district mental health professionals, external resources will be utilized such as partnerships with outside mental health professionals and other school districts.</p>	<p>Executive Director of Special Education</p>
<p>Assess damage:</p> <ul style="list-style-type: none"> • Conduct facility damage assessments. • Prioritize damage and make emergency repairs as needed. • Plan for long term repairs. <p>Document damages.</p> <ul style="list-style-type: none"> • Record damage and repairs for the possibility of federal reimbursement. 	<p>Chief Financial Officer</p>

During a Train Derailment Incident	
Task	Responsible Role
Photograph damage and emergency repairs for insurance and reimbursement purposes.	

After a Train Derailment Incident	
Task	Responsible Role
Contact the Incident Commander (IC), EM, or other authorities for confirmation that it is safe to resume normal operations.	Principal
Conduct an after-action review (AAR). <ul style="list-style-type: none"> • Contact the local emergency management agency and LEPC representative and ask them to be part of the AAR or incident debriefing. • Create an Improvement Plan (IP) as part of the after-action report following the AAR. • If more information about an AAR is needed, please refer to the back of this document. 	Emergency Management Coordinator (EMC)
Make any improvements needed to EOPs, annexes, or appendices based on the IP or incident debriefing.	Emergency Management Coordinator (EMC)

Resources

Acronyms

AAR	After-Action Report
IP	Improvement Plan

Definitions

After-Action Report: Documentation of the after-action review process.

After-Action Review (AAR): A structured review or debrief process that analyzes actions during an incident or emergency. It is designed to provide feedback on what went right and what went wrong and to gather data and perspectives from responders to help improve plans and response.

Improvement Plan (IP): A document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion.

Reverse Evacuation: Rapidly and safely moving people inside a facility when it would be dangerous to remain outside. Reverse evacuation may be appropriate when:

- People are located outside, such as on playgrounds, on sports fields, or at an outdoor event.
- The danger, such as an armed aggressor, is outside.

UN Numbers: Located on the back or sides of trailers or other containers, UN numbers (or UN IDs) are four-digit numbers ranging from 0004–3534 that identify dangerous goods or hazardous substances (e.g., explosives, flammable liquids, toxic substances) in the framework of international transport. These numbers are assigned by the United Nations (UN) Committee of Experts on the Transport of Dangerous Goods and must be listed on the Safety Data Sheet (SDS) of each shipment. Goods that are not classified or regulated by the UN are given four-digit North American (NA) numbers ranging from 8000–9279. These numbers are designated by the United States Department of Transportation (DOT).

Southwest Public Schools Hazardous Materials Annex



January 2024

Section 1 – Purpose and Scope

1.1 Purpose

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: Prevention, Mitigation, Preparedness, Response, and Recovery.

1.2 Scope

This annex is meant to address district planning for Hazmat and applies to the whole district and the surrounding community and all district property.

Section 2 – General Information

2.1 Hazard Overview

A hazardous material is any substance in a quantity or form that could pose a reasonable risk to health, environment, or property. Hazardous materials are commonly used within the district as they are often used, transported, and produced in the surrounding community. Due to the widespread presence of hazardous materials, many facilities are potentially at risk of hazardous material release. An effective response to a hazardous material incident may require response assistance from the responsible party. In some situations, assistance may be needed from local, state, and federal agencies with jurisdictional responsibilities for incidents involving hazardous materials.

2.2 District-Specific Hazard Risk

Southwest Public Schools identifies the following hazards as a high priority. Where noted, these hazards are addressed in a separate appendix to this annex.

On-Campus Chemical Release

Chemicals can be found throughout a school: in classrooms, laboratories, storerooms, maintenance sheds, and numerous other areas as they are used both for maintenance and in the classroom. While useful, chemicals can be dangerous to students and staff if managed improperly.

Fixed-Facility Incident

Hazardous materials are produced or stored in many different types of fixed facilities such as petroleum refineries, chemical plants, grain elevators, distribution warehouses, automotive repair shops, propane distribution companies, pool supply companies, and drinking water and wastewater plants. School districts should identify facilities that store hazardous materials in the proximity of their campuses.

Highway Hazmat Incidents

Transportation of hazardous materials near schools and other district facilities is common. Smaller communities are more likely to have Hazmat shipments travel through town because they often lack highway bypasses to divert these shipments.

Pipeline Incidents

When pipelines are damaged or ruptured, the release of their contents may result in a variety of hazards ranging from health hazards to fires and explosions. Because of this, it is important for any school district with a campus or facility that could be affected by a pipeline rupture to have a plan in place for such an event.

Train Derailment

A train derailment incident involves one or more railway cars exiting the track. This could result in a material release, explosion, or physical damage along the railway car's path.

Radiological Emergencies

A radiological emergency involves the release of radiation from a nuclear power plant, waste facility, or another source.

2.3 Hazard Preparedness and Warning

Southwest Public Schools is committed to being prepared for high-priority hazards as identified in the Hazard Analysis and efficiently notifying the district community in the event of their occurrence.

Southwest Public Schools acknowledges that the following campuses have been identified as at-risk of being exposed to an incident involving Hazmat based on the Hazard Analysis (e.g., railroad tracks within 1000 yards of a railroad track as measured from any point on the school's real property boundary line, nuclear power plants, natural gas pipelines, large grain silos, anhydrous ammonia storage tanks, oil fields, etc.):

<u>Facility</u>	<u>Address</u>	<u>Hazard</u>
Mangum Elementary	4515 Mangum Rd. Houston, TX 77092	Railroad within 1000 yards

Southwest Public Schools coordinates with Houston Office of Emergency Management in planning for incidents involving Hazmat that affect the school district. A staff member designated as the District Chemical Safety Officer attends Local Emergency Planning Committee (LEPC) meetings to assist in planning for hazardous material incidents in the region.

Warning the Affected Campus Community

The district has comprehensive plans for alerting the campus community and collaborating with emergency responders during an incident involving Hazmat. Southwest Public Schools uses the following methods to disseminate emergency information about Hazmat events to the campus community:

- ThrillShare – Emails, text messaging, callouts
- Raptor
- Apptegy Rooms – Messaging to all parents/guardians
- Social Media Platforms – Twitter, Facebook, Instagram
- SWPS' Website – Live Feed

For informative event notifications to district stakeholders, see the guidance provided in the Communications Annex of the District Emergency Operations Plan (EOP).

2.4 Safety in Portable Instructional Buildings

In compliance with Texas Education Code 37.108, Southwest Public Schools employs the following measures to ensure the safety and security of those in portable instructional buildings during an incident involving Hazmat:

- Communication to portable buildings is conducted through cell phones.
- The campus with portable buildings determines the criteria for moving students to another location in the event of a Hazardous Materials incident.
- Follow-Up Communication and Activate Reunification Plan, if needed.

2.5 Access and Functional Needs

Southwest Public Schools (SWPS) often conducts risk assessments to understand the specific needs of students and staff with access and functional needs. This includes those with physical disabilities, medical conditions, psychological or emotional needs, and even temporary conditions like injuries.

In compliance with Texas Education Code 37.108, Southwest Public Schools employs the following measures to ensure the safety and security of those with access and functional needs during an incident involving Hazmat:

Personalized Emergency Plans: For students and staff with known needs, SWPS develops personalized emergency plans in collaboration with campus/building staff. These plans take into account the individual's specific requirements during an emergency, such as a Hazmat incident.

Accessible Facilities: SWPS ensures that the physical environment is accessible to all. This includes having shelters or safe rooms that are wheelchair accessible, providing visual and audio emergency alerts for those with hearing or vision impairments, and ensuring that evacuation routes are accessible to everyone.

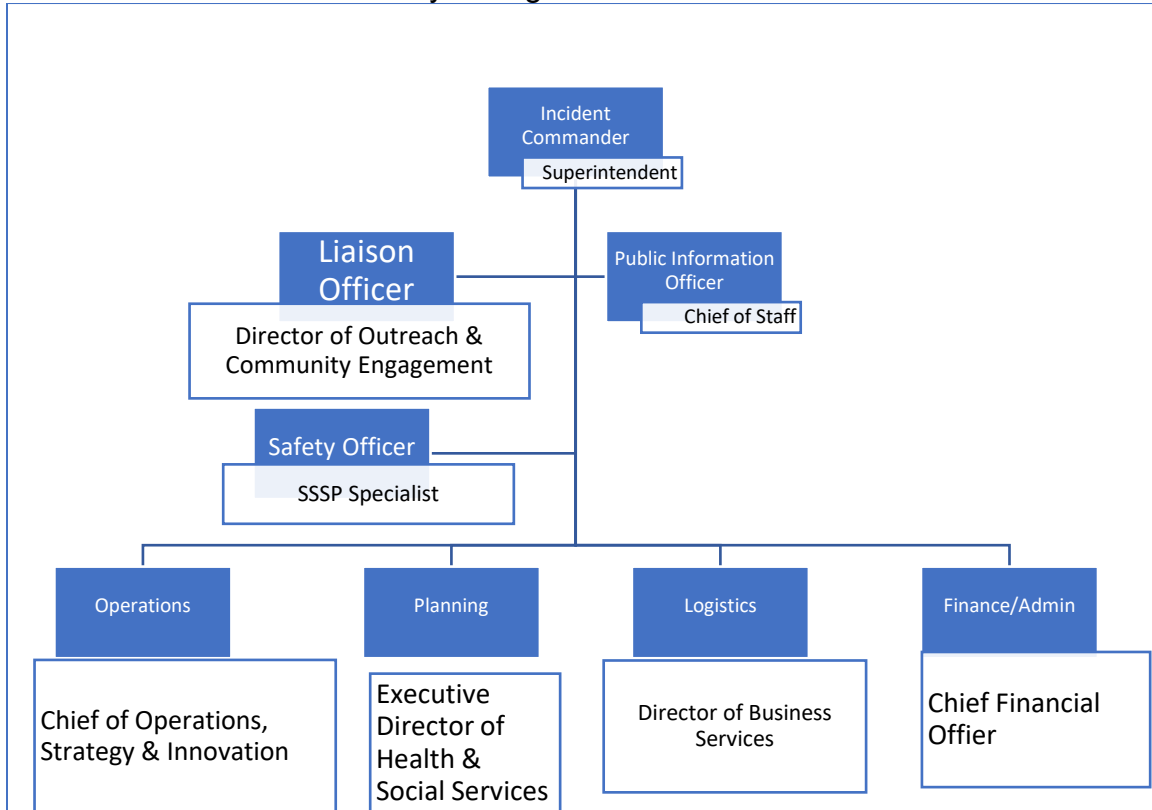
Emotional and Psychological Support: SWPS has plans to ensure we are able to provide adequate access to counselors or mental health professionals, especially after a severe weather event to help address the psychological and emotional needs of those affected. We work with internal social workers and have established relationships with surrounding districts and non-profits to ensure adequate staff would be available.

Education and Awareness: SWPS provides regular education and awareness campaigns for staff and students about the specific needs of individuals with disabilities in emergencies.

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

Southwest Public Schools will designate an Incident Commander for an incident involving Hazmat. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase	
Safeguard against consequences unique to specific incidents involving hazardous materials	
District Action	Responsible Role
Coordination has been made with the Houston Fire Department and Houston Office of Emergency Management	Emergency Management Coordinator (EMC)
A Chemical Safety Officer has been assigned at each site.	Emergency Management Coordinator (EMC)
As part of our commitment to maintaining a safe and compliant environment across all campuses, we ensure the proper handling, transportation, and storage of hazardous materials. Our focus extends to coordinating effectively with the Houston Fire Department, Houston Police Department, and the Houston Office of Emergency Management, as well as maintaining up-to-date Safety Data Sheets (SDS) for all relevant substances.	Emergency Management Coordinator (EMC)
Coordination with Houston Fire Department, Houston Police Department and Houston Office of Emergency Management: We have established a robust communication channel with the Houston Fire department Houston Police Department, and Houston Office of Emergency Management to enhance collaboration in case of any hazardous material incidents and other emergency situations. Regular meetings and drills are being conducted to ensure that our staff and emergency responders are well-prepared to handle any unforeseen situations. This proactive approach aims to minimize response times and maximize the effectiveness of emergency interventions.	Emergency Management Coordinator (EMC)
Safety Data Sheets (SDS) Management: Maintaining accurate and current Safety Data Sheets (SDS) is crucial for the safe handling of hazardous materials. The SWPS team has undertaken a comprehensive review and update of all SDS in accordance with the latest regulations. This includes verifying the accuracy of chemical information, updating emergency contact details, and ensuring accessibility for all relevant personnel. In addition, we have implemented a system to promptly disseminate any SDS updates to the concerned parties to guarantee the most recent information is readily available.	Emergency Management Coordinator (EMC)
Adherence to Applicable Laws and Regulations: To guarantee compliance with all applicable laws and	Emergency Management Coordinator (EMC)

Prevention Phase	
Safeguard against consequences unique to specific incidents involving hazardous materials	
District Action	Responsible Role
regulations related to hazardous materials, we have conducted a thorough audit of our processes and protocols. Any gaps or areas for improvement have been addressed promptly, and additional training sessions have been provided/scheduled for our staff to reinforce the importance of adhering to legal requirements. This ongoing commitment ensures that all campuses are aligned with the latest standards governing the handling, transportation, and storage of hazardous materials. We understand the critical nature of these efforts and remain dedicated to upholding the highest safety standards across our district.	

Mitigation Phase	
Reduce the impact of specific incidents involving hazardous materials	
District Action	Responsible Role
<p>SWPS will test eyewash stations and emergency showers quarterly.</p> <p>A log will be maintained with dates and times of inspection.</p> <p>Repairs will be completed and documented as needed.</p>	Executive Director of Facilities
<p>Spill kits will be maintained at all campuses.</p> <p>SWPS Executive Director of Facilities will maintain and inventory of all spill kits with expiration date.</p> <p>SWPS maintenance team and science lab teachers will be trained on the proper use of spill kits.</p>	Executive Director of Facilities
Emergency response resources for Hazmat incidents near campuses have been identified	EMC
Employees are informed of how to access the go-kits in case of an emergency	SSSP Specialist
Go-kits are periodically checked for supplies and expired products are replenished accordingly	SSSP Specialist
The district has purchased equipment for the proper storage of chemicals at each campus	EMC

Preparedness Phase	
Regularly review district readiness for specific incidents involving hazardous materials	
District Action	Responsible Role
Mass Communication - We have established a comprehensive procedure for the secure reuniting of students with their families following an emergency. This process involves predetermined	Chief of Staff Officer

Preparedness Phase	
Regularly review district readiness for specific incidents involving hazardous materials	
District Action	Responsible Role
gathering points and thorough identity verification methods. SWPS uses the following methods for communication and reunification instructions: Raptor, Thrillshare Alerts, Apptegy Rooms, Social Media Posts, Callouts, and Text Messages	
Staff Training – Southwest Public Schools has provided annual professional development regarding Hazardous Material. Training included instructions to close windows, power down heating and air conditioning units, and seal windows and doors through our PA system throughout the campus buildings and/or two-way walkie talkies. This is done to maintain the quality of indoor air and prevent the infiltration of any potentially contaminated outside air. Adherence to precise instructions is vital for an effective emergency response. SRP posters have been strategically positioned in classrooms, libraries, cafeterias, gymnasiums, auditoriums, hallways, and portable buildings by SWPS to enhance awareness and preparedness. SWPS has identified a group of staff members at each site most suited for this HVAC training. We've worked with staff and local experts/HVAC professionals to provide comprehensive training on the operation, basic troubleshooting, and emergency procedures related to the HVAC system.	Emergency Management Coordinator (EMC)
Inventory – The EMC documents Hazardous Chemicals using the Safety Data Sheets. This inventory is completed annually with HM added as needed throughout the school year.	Emergency Management Coordinator (EMC)
Review and Compliance: SWPSs ensure that all drills conducted thus far comply with state and local regulations. This includes fire drills, lockdown drills hazardous material, and any other mandated exercises.	Chief of Operations, Strategy & Innovation
Documentation: We maintain thorough records of each drill, including dates, times, duration, effectiveness, and all materials that would be deemed hazardous are maintained.	Emergency Management Coordinator (EMC)
Progressive Hazardous Materials Exercises: SWPS determines the level of risk related to hazardous materials within or schools, buildings, and nearby the school environment. We work with local emergency services and hazardous materials experts to develop appropriate drill scenarios.	Emergency Management Coordinator (EMC)
Awareness and Training: SWPSs educates campus and building operators on hazardous materials risks and appropriate responses, tailored to situation and comprehension levels.	Emergency Management Coordinator (EMC)
Southwest Public Schools has access to PPE gear at each site. Students have access to laboratory coats, splash goggles, closed toed shoes and gloves as needed.	Chief of Operations, Strategy & Innovation

Preparedness Phase	
Regularly review district readiness for specific incidents involving hazardous materials	
District Action	Responsible Role
<p>First Responders are invited each semester to visit each site. Maps are provided in each campus lock box and the Houston Police Department, and the Houston Fire Department visit the campuses regularly to tour the campuses.</p>	<p>Emergency Management Coordinator (EMC)</p>
<p>Southwest Public Schools has adopted the Standard Response Protocol. All SRP signs are posted in each classroom and office throughout the district and all employees have received training on the SRP.</p>	<p>Emergency Management Coordinator (EMC)</p>
<p>Reunification - We have established a comprehensive procedure for the secure reuniting of students with their families following an emergency. This process involves predetermined gathering points and thorough identity verification methods. SWPS uses the following methods for communication and reunification instructions: Raptor, Thrillshare Alerts, Apptegy Rooms, Social Media Posts, Callouts, and Text Messages</p>	<p>Chief of Staff Officer</p>
<p>Account for all persons: SWPS ensures the safety and accountability of the entire campus population. This includes students, faculty, substitutes, staff, and any visitors on campus. Here are key actions typically taken:</p> <p>Emergency Preparedness Plan: SWPS has developed a detailed plan that addresses various types of emergencies (natural disasters, intruders, fires, etc.). This plan is regularly reviewed and updated.</p> <p>Communication Systems: We have implemented a robust communication system to alert everyone on campus during an emergency. This includes intercoms, text alerts, emails, or public address systems. We also have a public callout and text system (Raptor) that communicates updates to public stakeholders.</p> <p>Role Assignments: We have designated specific roles to staff members during emergencies, such as who is responsible for first aid, who leads evacuation, who checks classrooms, etc.</p> <p>Student, staff, and Guest Attendance: SWPSs has systems in place to account for all students. This involves teachers taking role immediately after an evacuation, each day (ADA). We also use our check-in system to account for all guests and staff that are on the campus. Our district is able to</p>	<p>Chief of Operations, Strategy & Innovation</p>

Preparedness Phase	
Regularly review district readiness for specific incidents involving hazardous materials	
District Action	Responsible Role
immediately access this information to account for all individuals on any site during an emergency. Reunification Procedures: SWPS has a clear plan for safely reuniting students with their families after an emergency, which includes designated locations and verification processes.	
The Chief of Operations, Strategy and Innovation (COSI) in collaboration with the Superintendent and IC or EMC have read and reviewed the the COOP. The COSI and EMC are prepared to coordinate aspects of the plan and communicate to all stakeholders for implementation to carry out essential functions.	Chief of Operations, Strategy & Innovation
The Director of Business Services will track all expenses outlined in the Fiscal Policy.	Chief Financial Officer
Hazard Analysis has been conducted to identify the types, quantities, and potential impacts of hazardous materials present at district facilities	EMC
An internal and external inventory of equipment and resources available to the district in the event of an incident involving hazardous materials is maintained	EMC

Response Phase	
District actions during specific incidents involving hazardous materials	
District Action	Responsible Role
All staff know to notify 911 immediately when an incident necessitates an emergency response	Superintendent
Campus policies are in place to initiate actions to protect life, property, and the environment during a hazmat hazard	Principal
Procedures are outlined for chemical spills or releases that can be managed by campus staff versus those that require a response from local emergency response agencies	EMC
The Chief of Operations, Strategy and Innovation (COSI) in collaboration with the Superintendent and IC or EMC will activate the COOP. The COSI and EMC will coordinate aspects of the plan and communicate to all stakeholders for implementation to carry out essential functions.	Chief of Operations, Strategy & Innovation

Recovery Phase	
Return to normal district operations following specific incidents involving hazardous materials	
District Action	Responsible Role
If the event that occurs is likely to cause emotional trauma, Southwest Public Schools will initiate psychological support services, including trauma- and grief information care for the entire population of the affected campuses. Those affected will be grouped in primary, secondary, and tertiary groups depending upon their relationship with the emotional trauma. This will allow Southwest Public Schools to provide timely support with appropriate intensity. If the emotional trauma can be addressed by employed district mental health professionals, internal resources will be utilized. If the emotional trauma exceeds the capacity of the employed district mental health professionals, external resources will be utilized such as partnerships with outside mental health professionals and other school districts.	Executive Director of Special Education
Assess damage: <ul style="list-style-type: none"> • Conduct facility damage assessments. • Prioritize damage and make emergency repairs as needed. • Plan for long term repairs. 	Chief Financial Officer
Document damages. <ul style="list-style-type: none"> • Record damage and repairs for the possibility of federal reimbursement. Photograph damage and emergency repairs for insurance and reimbursement purposes.	Chief Financial Officer
SWPS will respond to the After-Action Review and document findings from the needs assessment in an Improvement Plan.	EMC
Monitoring and surveying of facilities and areas to determine when it is safe to return is completed by the facilities department	Executive Director of Facilities
The district will coordinate with local regulatory agencies to ensure the remediation of a hazardous materials release or spill that was caused by your district to local, state, and federal standards	EMC
Policies are established that address post-incident psychological support	Executive Director of Special Education
A policy is in place to conduct an after-action review (AAR) as defined in section 5.2 of this document	Chief of Operations, Strategy & Innovation

Section 5 – Resources

5.1 Acronyms

ICS	Incident Command System
LEPC	Local Emergency Planning Committee

5.2 Definitions

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

Local Emergency Planning Committee (LEPC) – An LEPC is a voluntary organization that is established in an Emergency Planning District designated by the State Emergency Response Commission (SERC). Most Texas counties have a single LEPC, although some counties have multiple LEPCs that serve individual cities or communities in that county.