

**Hamlin Collegiate ISD**

# **Basic Plan**



**Date**  
**Fall 2022**

**PROMULGATION STATEMENT**

Hamlin Collegiate ISD 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, and all staff, including substitute teachers, must be prepared to respond to an incident efficiently and effectively. Through its emergency management program, the district strives to ensure that Hamlin Collegiate ISD continues to provide a safe, orderly environment for students, staff, visitors that also supports the community. The district emergency management program is comprehensive, multi-hazard, and embraces local, state, and federal standards as well as proven practices including all phases of emergency management.

This plan is known as the Hamlin Collegiate ISD Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the district's intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The district's planning process is supported by collaboration, training, and exercise. This plan is designed to allow for integration with local, state, and federal emergency management and continuity of operations plans. The district EOP and related documents are reviewed at least annually by the District's School Safety and Security Committee, as set forth in Chapter 37.108 of the Texas Education Code and updated as required by the district.

The Dr. Randy Burks is responsible for approving and ensuring promulgation of this plan, which supersedes all previous district emergency plans. If any portion of the Multi-Hazard Emergency Operations Plan or support documents are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the plan. The superintendent may designate, in writing, an individual who assumes the role of district emergency management coordinator (EMC) and is authorized to develop and distribute plan changes and updates. However, comprehensive or major revisions will be signed by the Dr. Randy Burks.

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Dr. Randy Burks

Date Signed \_\_\_\_\_

## **APPROVAL & IMPLEMENTATION**

### **BASIC PLAN**

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Edgar Reed, Principal

## RECORD OF CHANGES

### BASIC PLAN

#### RECORD OF CHANGES

The record of changes captures changes, updates, reviews, and revisions made to this plan, as well as verifies the plan has been reviewed every twelve months in accordance with Education Code 37.108(c-2)(2).

Change Number	Date of Change	Name	Summary of Change

#### RECORD OF DISTRIBUTION

Updated or revised plans must be distributed district wide.

Title and Name of Person Receiving the Plan	Agency (school office, government agency, or private-sector entity)	Date of Delivery	Number of Copies Delivered

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## 1.0 PURPOSE

The purpose of the District's Emergency Operations Plan (EOP) is to educate and inform on what to do before, during, and after an incident by outlining the responsibilities and duties of the district administrators, staff, substitute teachers, students, response agencies, and the community. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

The plan addresses the process for developing and maintaining capabilities for a whole-community approach during all phases of emergency management. The plan addresses capabilities needed for mitigation, prevention, preparedness, response, and recovery activities and addresses processes for identifying and meeting training needs. The process and schedule for developing, conducting, and evaluating drills and exercises are addressed. The EOP addresses operational considerations and infrastructure activities designed to mitigate the impacts of hazards that the district faces.

Hamlin Collegiate ISD will review and update the plan and support documents in a way that is consistent with district policy. Revisions will enhance the district's ability to support all phases of emergency management.

### A. Scope

*The scope of the Basic Plan covers the extent of the area or subject matter that the plan deals with or to which it is relevant. Sample wording is below.*

This plan is applicable to all district sites and ensures that individuals with disabilities and those with access and functional needs are addressed. This plan includes a hazard analysis, which identifies district specific hazards and addresses those in the basic plan, annexes, and appendices.

### B. Goal

The goal of this plan is to identify district-centered emergency management practices, relationships, responsibilities, and general considerations for the district and for facilities, campuses, and departments to integrate emergency management into their emergency plans in order to minimize the loss of life and damage to property.

## 2.0 LEGAL AUTHORITY

*The Basic Plan should provide a list of general legal authorities for the emergency management program. Districts should list any additional local, state, or federal authorities.*

### A. Local

1. *Add any local legal authorities (city, county, health district legal authorities applicable to districts in an emergency).*
  - i. HCISD Superintendent
  - ii. Mayor

- iii. *Chief of Police*
- iv. *Principal*
- v. *Athletic Dir*
- vi. *Counselor*
- vii. *High School Sec*
- viii. *Elementary Admin*
- ix. *Elementary Sec*
- x. *School Safety Officer*
- xi. *FBC Pastor*
- xii. *Facility Operations*
- xiii. *EMT Representative*
- xiv. *Piper Center Admin*

B. State

- 1. Texas Education Code, Chapter 37:
  - i. Education Code 37.108(a) states that a district shall adopt and implement a multi-hazard emergency operations plan for use in the district's facilities. The plan must address mitigation, prevention, preparedness, response, and recovery.
  - ii. Education Code 37.108(c-2) states that a document relating to a district's multi-hazard emergency operations plan is subject to disclosure if the document enables a person to:
    - 1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including the Department of State Health Services, local emergency services agencies, law enforcement agencies, health departments, and fire departments. See the district's Open Records Policy Appendix.
  - iii. Education Code 37.108(c-2)(7) verify that the district has completed a safety and security audit under Subsection (b) and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the district's board of trustees. See the district's Open Records Policy Appendix.
- 2. Texas Education Code, Chapter 38
- 3. Texas Government Code, Chapter 418

C. Federal

- 1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
- 2. Homeland Security Presidential Directive 5: Management of Domestic Incidents
- 3. Presidential Policy Directive 8: National Preparedness

### 3.0 EXPLANATION OF TERMS

*Explain and/or define terms and acronyms used in this document. Sample wording is below.*

#### A. Acronyms

AAR	After-Action Report
AED	Automated External Defibrillators
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
HHSC	Health and Human Services Commission
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Directive – 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
NRF	National Response Framework
NIMS	National Incident Management System
PBIS	Positive Behavioral Interventions and Supports
PIO	Public Information Officer
TEA	Texas Education Agency
TEC	Texas Education Code
UC	Unified Command

#### B. Definitions

1. **Agreement:** An agreement can consist of a contract, MAA, or MOU between the district and another entity.
2. **Drill:** A drill is typically operations based and designed to practice certain tasks or routines, such as a lock-down.
3. **Emergency:** Any incident that requires responsive action to protect life or property.
4. **EOP Planning Team:** The district's EOP Planning Team represents the personnel tasked with writing, reviewing, and updating the district's EOP. This team can mirror the district's Safety and Security Committee.
5. **Exercise:** An exercise is a hypothetical emergency scenario designed to encourage practical applications from lessons learned from drills such as a tabletop exercise. This could mirror an existing team such as the Safety and Security Committee.
6. **Function:** A function is a critical activity that needs to be accomplished during an incident.
7. **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
8. **Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action.



9. **Incident Action Plan:** An IAP formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.
10. **Incident Commander:** The IC has responsibility for the management of all emergency activities.
11. **Incident Command Post:** The ICP is the location where the primary functions are performed.
12. **Incident Command System:** ICS is the response infrastructure designed under the National Incident Management System to facilitate effective and efficient management of an incident.
13. **Incident Command System Forms:** These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities.
14. **Mutual Aid Agreement:** An MAA commit parties to a mutually beneficial, cooperative agreement. The agreement is usually to provide staff, resources, and/or services during an emergency with the expectation of a future reciprocal exchange of comparable value, if needed.
15. **Memorandum of Understanding:** An MOU is a written agreement designed to ensure that needed resources are available.
16. **National Incident Management System:** NIMS coordinates emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.
17. **National Response Framework:** NRF is a guide to how the nation will conduct all-hazards incident response including the development of policies, plans, and procedures governing how to effectively allocate and provide resources.
18. **President's Homeland Security Directive 5:** A presidential order that established a single, comprehensive national Incident Management System and requires all federal departments make adoption of the NIMS by state, tribal, and local organizations a condition for federal preparedness assistance through grants, contracts, and other activities.
19. **Unified Command:** The UC is a structure in which the role of the incident commander is shared by two or more individuals, having authority in a different responding agency.

## 4.0 SITUATION AND ASSUMPTIONS

### A. Situation

**Hamlin Collegiate Independent School District** is a public charter school, based in Hamlin, Texas (USA).

Located in Jones County, small portions of the district extend into Fisher and Stonewall counties. The school mascot is the Pied Piper, due to the town having a similar name to Hamelin, where the legend of The Pied Piper of Hamelin originated. Hamlin Collegiate Independent School District has partnered with "Collegiate Edu-Nation,". Hamlin CISD has recently transformed into a collegiate district where students can receive industry certifications, associate degrees, and innovative bachelor's degrees all from Hamlin! (At no cost to the students.) To prepare their students for this collegiate education, Hamlin CISD has also begun converting the elementary into a Montessori school. In 2019, students ages 3-5 are attending a beautifully designed Montessori environment, and the school plans to expand this concept through the 6th grade. In 2020 the school added 1st-3rd grade Montessori. Additional programs have been implemented to ensure HCISD students can succeed in college, career, and life. After Montessori through the 6th grade, the entire school is using teaching methods which move the locus of control from the teacher to the students. Students are no longer sitting and listening to a lecture. They are involved in student-led, hands-on work which requires critical thinking and collaboration.

Hamlin CISD currently has a total of 443 students enrolled. 68.5% of HCISD students are economically disadvantaged. 47.9% of these students are White, 41.8% of these students are Hispanic, and the remaining 10.3% are of mixed ethnicity's.

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All these demographic factors correlate to attendance and student achievement, but economic hardship seems to have the direct impact.

Hamlin CISD currently has 64 total employees. Out of those employees 34 are certified teachers.

Hamlin Jr/Sr High School has 17 teachers and 185 students grades 7-12.

To provide an effective response to an emergency or incident, this plan may be activated in part or in whole, as necessary, by the Dr. Randy Burks and/or the designee.

The intent of this plan is to minimize or mitigate the effects of natural, technological, and human-caused hazards that may affect the district. The district is located within (Jones County), (Hamlin), and is serviced by ESC (#14). There are (#3) non-campus facilities. The district has (#2) campuses. The district includes individuals with disabilities, individuals with access and functional needs, including limited English proficiency. It also is recognized that schools serve as in loco parentis, the legal doctrine under which an individual assumes some parental obligations and responsibilities including those related to safeguarding children.

### 1. Individuals with Disabilities or Access and Functional Needs

The district's current enrollment of students with disabilities and/or access and functional needs is (#3). Staff requiring additional assistance is (#0). Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The district's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs in accordance with Education Code 37.108(f)(4) can be found throughout applicable annexes.

### 2. District's Facilities

A map of each facility, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, and utility shut-offs is included in the Facility Maps Appendix.

<b>Name of Facility</b>	<b>Address</b>	<b>Number of Employees</b>
<b>Piper Center</b>	250 SW Ave F	10
<b>Auditorium</b>	450 SW Ave F	1
<b>High School</b>	450 SW Ave F	30
<b>Athletic Complex</b>	450 SW Ave F	8
<b>Elementary School</b>	405 NW 5th St	65
<b>Bus Barn</b>	129 SW 5th St	3

A master schedule of facilities is available at the administration building.

### 3. District Campuses

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The district has (#1) high schools, (#1) middle schools, and (#1) elementary schools. In addition, the district has (See list above).

<b>Name of Campus/Facility</b>	<b>Address</b>	<b>Number of Employees</b>
<i>Piper Center Administration</i>	250 SW Ave F	10
<b>Number of buildings on property:</b>	1	
<b>Presence of adequate communication equipment / cell phone coverage?</b>	YES	
<b>ABC Elementary Geographical Issue</b>		<b>If yes, where is this addressed in the EOP?</b>
<b>Which EMS provider services your campus/facility?</b>	<i>Hamlin Hospital</i>	
<b>Is there an extended response for EMS services?</b>	NO	
<b>Which Fire / HazMat services your campus/facility?</b>	<i>Hamlin Fire Dept</i>	
<b>Is there an extended response for Fire / HazMat Services?</b>	YES	
<b>Which Law Enforcement services your campus/facility?</b>	<i>Abilene Fire and Rescue</i>	
<b>Is there an extended response for Law Enforcement?</b>	NO	
<b>Are there any Chemical Plants that may impact the campus/facility?</b>	NO	
<b>Are there any Pipelines that may impact the campus/facility?</b>	NO	
<b>Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?</b>	NO	
<b>Are there Railroad Tracks within 1000 yards of the campus/facility fence line?</b>	NO	
<i>Other</i>		
<i>Other</i>		
<b>ABC Elementary Staffing</b>	<b>Number (At the beginning of the School Year)</b>	
<b>Administrators</b>	1	
<b>Cafeteria Staff</b>		
<b>Custodial Staff</b>		
<b>Instructional Assistants</b>		
<b>Law Enforcement / SROs</b>		

<b>Substitute Teachers</b>	
<b>Support Staff</b>	<b>9</b>
<b>Teachers</b>	
<i>Other</i>	
<i>Other</i>	
<b>Individuals with Disabilities or Access and Functional Needs</b>	<b>Number</b>
<b>Blindness or Visual Disabilities</b>	
<b>Cognitive or Emotional Disabilities</b>	
<b>Deafness or Hearing Loss</b>	
<b>Limited English Proficiency</b>	
<b>Medically Fragile Health (including asthma and severe allergies)</b>	
<b>Mobility / Physical Disabilities (permanent or temporary)</b>	
<b>Unaccompanied Minors</b>	
<b>Other</b>	
The campus enrollment of students with disabilities and / or access and functional needs is (##). The campus staff requiring additional assistance is (##).	

<b>Name of Campus/Facility</b>	<b>Address</b>	<b>Number of Employees</b>
<b>Auditorium</b>	450 SW Ave F	<b>1</b>
<b>Number of buildings on property:</b>	<b>1</b>	
<b>Presence of adequate communication equipment / cell phone coverage?</b>	<b>YES</b>	
<b>ABC Elementary Geographical Issue</b>		<b>If yes, where is this addressed in the EOP?</b>
<b>Which EMS provider services your campus/facility?</b>	<i>Hamlin Hospital</i>	
<b>Is there an extended response for EMS services?</b>	<i>NO</i>	
<b>Which Fire / HazMat services your campus/facility?</b>	<i>Hamlin Fire Dept</i>	
<b>Is there an extended response for Fire / HazMat Services?</b>	<i>YES</i>	
<b>Which Law Enforcement services your campus/facility?</b>	<i>Abilene Fire and Rescue</i>	
<b>Is there an extended response for Law Enforcement?</b>	<i>NO</i>	

Are there any Chemical Plants that may impact the campus/facility?	NO	
Are there any Pipelines that may impact the campus/facility?	NO	
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	NO	
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	NO	
Other		
Other		
ABC Elementary Staffing	Number (At the beginning of the School Year)	
Administrators		
Cafeteria Staff		
Custodial Staff		
Instructional Assistants		
Law Enforcement / SROs		
Substitute Teachers		
Support Staff	1	
Teachers		
Other		
Other		
Individuals with Disabilities or Access and Functional Needs	Number	
Blindness or Visual Disabilities		
Cognitive or Emotional Disabilities		
Deafness or Hearing Loss		
Limited English Proficiency		
Medically Fragile Health (including asthma and severe allergies)		
Mobility / Physical Disabilities (permanent or temporary)		
Unaccompanied Minors		
Other		
The campus enrollment of students with disabilities and / or access and functional needs is (##). The campus staff requiring additional assistance is (##).		

Name of Campus/Facility	Address	Number of Employees
High School	450 SW Ave F	30

Number of buildings on property:	1	
Presence of adequate communication equipment / cell phone coverage?	YES	
ABC Elementary Geographical Issue		If yes, where is this addressed in the EOP?
Which EMS provider services your campus/facility?	<i>Hamlin Hospital</i>	
Is there an extended response for EMS services?	<i>NO</i>	
Which Fire / HazMat services your campus/facility?	<i>Hamlin Fire Dept</i>	
Is there an extended response for Fire / HazMat Services?	<i>YES</i>	
Which Law Enforcement services your campus/facility?	<i>Abilene Fire and Rescue</i>	
Is there an extended response for Law Enforcement?	<i>NO</i>	
Are there any Chemical Plants that may impact the campus/facility?	<i>NO</i>	
Are there any Pipelines that may impact the campus/facility?	<i>NO</i>	
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>NO</i>	
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>NO</i>	
<i>Other</i>		
<i>Other</i>		
ABC Elementary Staffing	Number ( <i>At the beginning of the School Year</i> )	
Administrators	1	
Cafeteria Staff	3	
Custodial Staff	2	
Instructional Assistants	3	
Law Enforcement / SROs		
Substitute Teachers		
Support Staff	4	
Teachers	17	
<i>Other</i>		
<i>Other</i>		

Individuals with Disabilities or Access and Functional Needs	Number
Blindness or Visual Disabilities	
Cognitive or Emotional Disabilities	
Deafness or Hearing Loss	
Limited English Proficiency	
Medically Fragile Health (including asthma and severe allergies)	
Mobility / Physical Disabilities (permanent or temporary)	
Unaccompanied Minors	
Other	
The campus enrollment of students with disabilities and / or access and functional needs is (##). The campus staff requiring additional assistance is (##).	

Name of Campus/Facility	Address	Number of Employees
Athletic Complex	450 SW Ave F	8
Number of buildings on property:	3	
Presence of adequate communication equipment / cell phone coverage?		YES
ABC Elementary Geographical Issue		If yes, where is this addressed in the EOP?
Which EMS provider services your campus/facility?	Hamlin Hospital	
Is there an extended response for EMS services?	NO	
Which Fire / HazMat services your campus/facility?	Hamlin Fire Dept	
Is there an extended response for Fire / HazMat Services?	YES	
Which Law Enforcement services your campus/facility?	Abilene Fire and Rescue	
Is there an extended response for Law Enforcement?	NO	
Are there any Chemical Plants that may impact the campus/facility?	NO	
Are there any Pipelines that may impact the campus/facility?	NO	

Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	NO	
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	NO	
Other		
Other		
ABC Elementary Staffing	Number (At the beginning of the School Year)	
Administrators	1	
Cafeteria Staff		
Custodial Staff		
Instructional Assistants		
Law Enforcement / SROs		
Substitute Teachers		
Support Staff		
Teachers	7	
Other		
Other		
Individuals with Disabilities or Access and Functional Needs	Number	
Blindness or Visual Disabilities		
Cognitive or Emotional Disabilities		
Deafness or Hearing Loss		
Limited English Proficiency		
Medically Fragile Health (including asthma and severe allergies)		
Mobility / Physical Disabilities (permanent or temporary)		
Unaccompanied Minors		
Other		
The campus enrollment of students with disabilities and / or access and functional needs is (##). The campus staff requiring additional assistance is (##).		

Name of Campus/Facility	Address	Number of Employees
Elementary School	405 NW 5th St	65
Number of buildings on property:	2	



Presence of adequate communication equipment / cell phone coverage?		YES
ABC Elementary Geographical Issue		If yes, where is this addressed in the EOP?
Which EMS provider services your campus/facility?	<i>Hamlin Hospital</i>	
Is there an extended response for EMS services?	<i>NO</i>	
Which Fire / HazMat services your campus/facility?	<i>Hamlin Fire Dept</i>	
Is there an extended response for Fire / HazMat Services?	<i>YES</i>	
Which Law Enforcement services your campus/facility?	<i>Abilene Fire and Rescue</i>	
Is there an extended response for Law Enforcement?	<i>NO</i>	
Are there any Chemical Plants that may impact the campus/facility?	<i>NO</i>	
Are there any Pipelines that may impact the campus/facility?	<i>NO</i>	
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	<i>NO</i>	
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	<i>NO</i>	
<i>Other</i>		
<i>Other</i>		
ABC Elementary Staffing	Number ( <i>At the beginning of the School Year</i> )	
Administrators	2	
Cafeteria Staff	4	
Custodial Staff	2	
Instructional Assistants	4	
Law Enforcement / SROs		
Substitute Teachers		
Support Staff	5	
Teachers	48	
<i>Other</i>		
<i>Other</i>		
Individuals with Disabilities or Access and Functional Needs	Number	
Blindness or Visual Disabilities		
Cognitive or Emotional Disabilities		

<b>Deafness or Hearing Loss</b>	
<b>Limited English Proficiency</b>	
<b>Medically Fragile Health (including asthma and severe allergies)</b>	
<b>Mobility / Physical Disabilities (permanent or temporary)</b>	
<b>Unaccompanied Minors</b>	
<b>Other</b>	
The campus enrollment of students with disabilities and / or access and functional needs is (##). The campus staff requiring additional assistance is (##).	

Name of Campus/Facility	Address	Number of Employees
Bus Barn	129 SW 5th St	3
Number of buildings on property:	1	
Presence of adequate communication equipment / cell phone coverage?	YES	
ABC Elementary Geographical Issue		If yes, where is this addressed in the EOP?
Which EMS provider services your campus/facility?	Hamlin Hospital	
Is there an extended response for EMS services?	NO	
Which Fire / HazMat services your campus/facility?	Hamlin Fire Dept	
Is there an extended response for Fire / HazMat Services?	YES	
Which Law Enforcement services your campus/facility?	Abilene Fire and Rescue	
Is there an extended response for Law Enforcement?	NO	
Are there any Chemical Plants that may impact the campus/facility?	NO	
Are there any Pipelines that may impact the campus/facility?	NO	
Are there any Power Plants (nuclear, ethanol, etc.) that may impact the campus/facility?	NO	
Are there Railroad Tracks within 1000 yards of the campus/facility fence line?	NO	
Other		

Other		
ABC Elementary Staffing	Number (At the beginning of the School Year)	
Administrators		
Cafeteria Staff		
Custodial Staff		
Instructional Assistants		
Law Enforcement / SROs		
Substitute Teachers		
Support Staff	3	
Teachers		
Other		
Other		
Individuals with Disabilities or Access and Functional Needs	Number	
Blindness or Visual Disabilities		
Cognitive or Emotional Disabilities		
Deafness or Hearing Loss		
Limited English Proficiency		
Medically Fragile Health (including asthma and severe allergies)		
Mobility / Physical Disabilities (permanent or temporary)		
Unaccompanied Minors		
Other		
The campus enrollment of students with disabilities and / or access and functional needs is (##). The campus staff requiring additional assistance is (##).		

#### 4. District's Hazard Summary

The district is exposed to many hazards. All the hazards listed in the table below have the potential for disrupting the district's operations. These identified hazards have been assessed by risk and likelihood and ranked accordingly. Each hazard will be addressed in its own annex.

	<b>Probability*</b>	<b>Severity of Impact on Public Health and Safety*</b>	<b>Severity of Impact on Property*</b>
<b>Hazard Type</b>	<b>(See Below)</b>	<b>(See Below)</b>	<b>(See Below)</b>
<b>Natural Hazards</b>			
<b>Severe Weather</b>	<i>P</i>	<i>Limited</i>	<i>Critical</i>
<b>Wildfire</b>	<i>U</i>	<i>L</i>	<i>L</i>
<b>Biological (pandemic, food contamination)</b>	<i>U</i>	<i>L</i>	
<b>Other</b>			

<b>Technological Hazards</b>			
<i>Explosion</i>	<i>U</i>	<i>Critical</i>	<i>Catastrophic</i>
<i>Power / Water Loss</i>	<i>P</i>	<i>C</i>	<i>L</i>
<i>IT System Failure</i>	<i>P</i>	<i>N</i>	<i>N</i>
<i>Other</i>			
<b>Human-Caused Hazards</b>			
<i>Active Threat</i>	<i>Unlikely</i>	<i>Catastrophic</i>	<i>Critical</i>
<i>Civil Unrest</i>	<i>U</i>	<i>Cat</i>	<i>Cat</i>
<i>Cyber Attack</i>	<i>U</i>	<i>Cr</i>	<i>Cr</i>
<i>Other</i>			
<b>* Probability:</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>
<b>* Severity of Impact:</b>	<b>Negligible</b>	<b>Limited</b>	<b>Critical</b>

## 5. Resources

The district has established contracts, memorandums of understanding (MOUs) and/or mutual aid agreements (MAAs) with agencies and businesses in the community to assure access to resources during an incident. A list of current agreements and available resources can be found in the District Basic Plan Agreements Appendix.

### B. Assumptions

*The Assumptions section identifies what the planning team assumes to be facts for planning purposes to make it possible to implement the EOP. The assumptions indicate areas where adjustments to the plan may have to be made as the facts of the incident become known.* The following list of standard planning assumptions should be considered when developing plans and during an ongoing incident.

1. The strategic-level Multi-Hazard Emergency Operations Plan (EOP) is a framework that provides guidance and structure to support the district's educational mission within a safe and secure environment.
2. As every incident is different, no single document can outline a specific chronology for response and recovery. Therefore, this plan is intended to reduce the effects of natural, technological, or human-caused incidents affecting infrastructure, safety, security, and health.
3. The district is not an emergency response organization and therefore depends upon local emergency first responders for life safety and protection, including the services of law enforcement, fire, emergency medical and public health.
4. An incident could occur at any time and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
5. Action is required immediately to save lives and protect school property. An incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the campus affected cannot, and should not, wait for direction from district administration or local response agencies.

6. Outside assistance from local fire, law enforcement, and emergency managers will be available in most incidents. Because it takes time to request and dispatch external assistance, it is essential for the district to be prepared to carry out the initial incident response until responders arrive at the incident scene.
7. In some cases, external resources covered by mutual aid agreements will be provided when requested. On occasion, however, they may not be available. Therefore, following a major or catastrophic incident, the district or any of its campuses or facilities may have to rely on their own resources to be self-sustaining for several hours or even days.
8. There may be injuries to faculty, staff and/or students. Rapid and appropriate response may reduce the number and severity of injuries.
9. Students, staff, and visitors with disabilities and others with access and functional needs will be included in all phases of the district emergency management program and supported in the response and recovery operations.
10. Proper mitigation and prevention actions, such as creating a positive school climate, maintaining fire and health protocols, and conducting safety and security audits, may help prevent or reduce incident-related losses.
11. Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be employed during emergencies.
12. Personnel and equipment may be limited, so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks.
13. Personnel with special assignments, training, or capabilities may be asked to perform tasks other than their daily duties.
14. Whenever possible, the district will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders.
15. Faculty and staff are empowered to assess the seriousness of incidents and respond accordingly.
16. The district regularly schedules training for faculty and staff.
17. Non-district personnel who support the District, through written agreement or as identified in plans or guidelines are vetted through the district and authorized to work on its behalf. They may include representatives of local community, volunteer, or faith-based organizations.
18. During or after an incident, many of the products and services used to meet the daily needs of the district, campuses, departments, and/or facilities may not be available. Alternate sources for products and services may be utilized.

19. This plan is intended to provide guidance but does not imply performance guarantees. The district may deviate from the plan as necessary.

## **5.0 CONCEPT OF OPERATIONS**

### **A. District's Approach to Emergency Management**

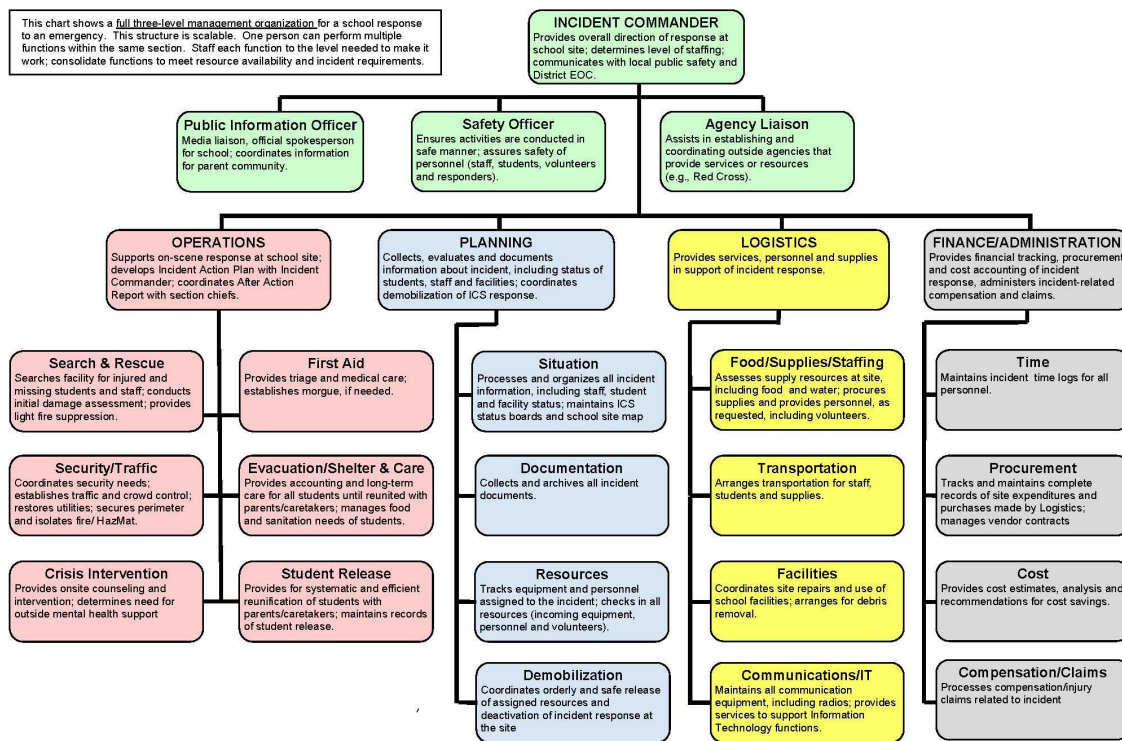
The Hamlin Collegiate ISD multi-hazards emergency operations plan does not replace the responsibility of each campus, department, or facility within the district to develop and test emergency processes. To the extent possible, the same personnel and resources used for day-to-day operations will transition to response operations. Because personnel and resources are limited, some routine day-to-day operations that do not support the response may be suspended. The personnel, equipment, and supplies that would typically be required for the suspended operations will be redirected to accomplish assigned roles and responsibilities.

The Dr. Randy Burks is responsible for overall emergency management planning for the district and may designate an individual to serve as the district's emergency management coordinator to support a strong district-centered emergency management program. The Dr. Randy Burks may also identify individuals whose responsibilities are to support the district's emergency management program and response.

The district formally adopted the National Incident Management System (NIMS) on (insert adoption date) in accordance with the President's Homeland Security Directive 5 (HSPD-5), Texas Governor's Executive Orders, and the National Response Framework (NRF). Adopting NIMS is a recommendation and not mandatory for school districts. For more information about NIMS, please see this document:  
<https://training.fema.gov/programs/emischool/el361toolkit/assets/nimsimplementationactivitiesforschools.pdf>

### **B. District's Emergency Operations Organization**

## SCHOOL INCIDENT COMMAND SYSTEM (ICS): Functional Reference Model



National Incident Management System (NIMS)  
Marin County Office of Education

### C. Actions by Phases of Emergency Management

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

#### 1. Mitigation Actions

Mitigation actions include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an incident and providing value to the public by creating safer communities. Mitigation actions address the cycle of disaster damage, reconstruction, and repetitive damages. These actions will have long-term sustained effects.

- Structural changes to buildings.
- Elevating utilities.
- Bracing and locking chemical cabinets.

#### 2. Prevention Actions

Prevention actions include activities to avoid an incident or to intervene to stop an incident from occurring. Prevention involves activities to protect lives and property.

- Cyberbullying prevention.
- Pandemic influenza sanitation measures.
- Building access control procedures.

### 3. Preparedness

Preparedness actions include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during incident response.

- Conducting drills.
- Participating in exercises.
- Preparing homework packages to allow continuity of learning.

### 4. Response

Response actions include activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response includes the execution of emergency operations plans.

- Evacuations of buildings.
- Providing trauma-informed care.
- Providing transportation resources.

### 5. Recovery

Recovery actions include activities that address both short-term and long-term efforts for rebuilding and revitalization of the district.

- Providing crisis counseling.
- Restoration of utilities.
- Reopening the district.

## D. Readiness Levels

The Dr. Randy Burks or designee is responsible for determining appropriate readiness levels based on current conditions affecting the district.

- Level 4: Normal Conditions (Regular district operations are unaffected.)

When an emergency occurs within the district during normal operations local officials are notified. One or more external departments and/or agencies may respond to manage the incident. Limited assistance may be requested from these responders. District personnel



will remain alert to hazards and share concerns with administrators and/or first responders.

A flash-flood watch is an example of a hazard that the district would monitor while remaining at Level 4: Normal Conditions.

- Level 3: Increased Readiness (Regular district operations are affected slightly.)

The situation presents a greater potential impact to the district but poses no Immediate impact to district operations, life, or property. The evolving situation is continuously monitored by district personnel to determine if protective measures are needed.

A weather system is moving into the area which can produce tornadic activity. The district will move to Level 3: Increased Readiness to monitor the potential impact the weather may have on outdoor sporting activities.

- Level 2: High Readiness (Regular district operations experience some level of disruption.)

The incident presents a significant potential and probability of disrupting district operations including the educational process, threatening district safety and security and/or causing the loss of life and/or property. This condition will require some degree of warning to students, staff, and parents. Incident command and safety teams are activated.

A tornado warning will result in the district moving to a Level 2: High Readiness status to monitor the potential impact the weather may have on the district.

- Level 1: Maximum Readiness (Large-scale disruption of district operations will occur.)

The incident causes wide-spread disruption to district operations. The conditions require warning to students, staff, parents, and community. The district's emergency operations center (EOC) is activated. District personnel and outside agencies are required to support operations.

A tornado emergency has been issued by the National Weather Service (NWS) or a tornado is on the ground and is causing damage in the district. Level 1: High Readiness status to respond to the impact of the weather.

#### E. Physical and Psychological Safety

The district takes measures to provide physical and psychological safety and support of students, district personnel, and others in the community during any emergency or disaster including the response and recovery phase. It also explains how psychological safety measures are aligned with best practice-based programs and research-based practices in accordance with Education Code 37.108(f)(6)(a).

In accordance with Education Codes 37.108(f)(2), 37.108(f)(6), 37.108(f)(6)(D), and in alignment with Section 161.325 of the Health and Safety Code, the district will describe

implemented measures taken to provide professional development for staff on mental health conditions, suicide prevention, substance abuse, as well as grief-informed and trauma-informed care.

For additional information regarding physical and psychological safety refer to the Physical and Psychological Safety Annex.

**F. Visitor Policy**

In accordance with Education Code 37.108(c-2)(9), the district will verify provisions have been made to govern the access to all buildings and properties as well as any screening tools utilized. This should be a uniform policy implemented and followed throughout the district, on every campus.

In addition, the policy will address any school district properties utilized as a public polling place as stated in Education Code 37.108(e). This policy is an appendix to the Facility Access Management Annex.

## **6.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. This section provides an overview of organizational functions, as well as the roles and responsibilities, of district administration, faculty and staff, students, parents, first responders, and emergency management. It describes the expected actions of those impacted or responding to a district emergency.

In an emergency or disaster, one or more campuses may be damaged or need to be evacuated, individuals may be injured, and other actions may need to be initiated. District personnel are usually first on the scene of an incident in a district setting. District officials and staff are expected to take charge and manage the incident until it is resolved, or response partners arrive to manage the emergency.

Primary responsibility for an emergency function generally is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills.

All activities necessary to manage the incident must be organized and coordinated to ensure the most efficient response. The district will use the Incident Command System (ICS) for incidents occurring throughout the district.

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

<b>District Administrators and Executive Staff</b>	<b>Function / Responsibilities</b>	<b>Phase(s)</b> (Mitigation, Prevention, Preparedness, Response, Recovery)
Policy Group	a. Provide policy and strategic guidance.	All phases
	b. Help to ensure that adequate resources are available.	All phases

	c. Keep elected officials and other executives informed of the situation and decisions.	All phases
Safety and Security Committee	a. Participate on behalf of the district in developing and implementing emergency plans.  b. Provide the district with campus, facilities, or support services information required in connection with a safety and security audit report.	Preparedness  Preparedness
Superintendent	a. Develop, implement, and promote a multi-hazard district-centered emergency program where the planning process embraces each emergency management phase.  b. Communicate to the district's School Safety and Security Committee the objectives and priorities for the district's emergency management program.  c. Advise school board members of emergency situations and provide periodic reports as needed.	All Phases  Mitigation, Prevention, Preparedness  Response
<i>Other</i>	a.	
<b>District Departments</b>		
Business Services	a.	

Nutrition	a.	
Human Resources	a.	
Transportation	a. Recall bus drivers	Response
	b. Alter bus routes	Response
	c. <i>Other</i>	
<i>Other</i>	a.	
<b>Personnel</b>		
Counselors	a. Take steps to ensure the safety of students, staff, and others.	All phases
	b. Assist with the reunification of students with parents/guardians.	Recovery
	c. <i>Other</i>	
Nurses	a. Administer first aid or emergency treatment as needed.	All phases
	b. Supervise administration of first aid by those trained to provide it.	All phases
	c. Organize first aid and medical supplies.	All phases
	d. <i>Other</i>	
Teachers	a. Supervise students.	All phases
	b. Remain with students until directed otherwise.	All phases
	c. Take attendance when class relocates.	Response
	d. <i>Other</i>	
Principals	a. Take steps to ensure overall safety of students and staff.	All phases
		All phases

	b. Responsible for the emergency management program on their campus. c. Ensure development of campus site-specific plans. d. <i>Other</i>	Preparedness
<i>Other</i>	a.	
<b>Response Agencies</b>		
District Law Enforcement/SRO	a. Coordinate law enforcement activities. b. Provide traffic control. c. <i>Other</i>	Response Response, Recovery
Public Health	a. Coordinate with the ISD during an infectious disease outbreak.	Response, Recovery
<i>Other</i>	a.	
Teen CERT	a.	
Volunteer Groups	a.	

- B. Hamlin Collegiate ISD will use its own resources and equipment to respond to incidents until response agencies arrive. If Hamlin Collegiate ISD resources prove to be inadequate during an incident, the district will request assistance from local emergency services, other agencies, and the community in accordance with existing agreements and contracts. Such assistance includes equipment, supplies, and personnel. All agreements are entered into by authorized district officials and in writing when applicable. All pre-negotiated agreements and contracts are to remain on file in the Hamlin Collegiate ISD Business Office.
- C. Hamlin Collegiate ISD has established a Safety and Security Committee. The committee shall:
1. Periodically provide recommendations to the district's board of trustees and district administrators regarding developing and implementing the district's EOP in accordance with Education Code 37.109(b)(1).

2. Consult with local law enforcement agencies on methods to increase law enforcement presence near district campuses.

3. Meet at least once during each academic semester and at least once during the summer. A committee established by a school district that operates schools on a year round system or in accordance with another alternative schedule shall meet at least three times during each calendar year, with an interval of at least two months between each meeting.

In accordance with Education Code 37.108(f)(8), a roster of the Safety and Security Committee members and their titles as well as the date of each committee meeting during the preceding year is provided in the Safety and Security Committee Appendix.

## **7.0 DIRECTION AND CONTROL**

### **A. General**

To provide for the effective direction and control of an incident impacting the health and safety of the district, the district EOP will be activated. The Dr. Randy Burks or designee will provide guidance for the direction and control function pursuant to NIMS and the district's emergency management program. The district will implement ICS to manage the emergency.

The first ICS trained district staff member to arrive at the scene of an incident will implement ICS and serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to district officials and local emergency responders. The IC will identify resources required and direct the on-scene response from the ICP. The district's IC will be prepared to remain as a member of unified command (UC) with expectations of remaining accountable for students, staff, and property.

In a large disaster or an incident effecting the community, the local office of emergency management may activate their EOC to manage initial response actions. A representative from the district may be sent to the local office of emergency management's EOC to support and coordinate district activities.

### **B. Chain of Command**

In accordance with Education Code 37.108(f)(1), the district's chain of command that designates the individual and other individuals responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable is listed below in the line of succession.

- *First in Charge (Dr. Randy Burks - Superintendent)*
- *Second in Charge (Edgar Reed - Principal)*
- *Third in Charge (Michelle Jones - Principal)*

### **C. Local Emergency Resources / Facilities**

This district has the following emergency resources / facilities within the community to support the district during emergencies. Additional information pertaining to these emergency facilities can be found in the Facility Access Management Annex.

- District's Incident Command Post
- District's Emergency Operations Center
- Local Emergency Operations Center

D. In accordance with Education Codes 37.108(a)(5) and TEC 37.108(c-2)(1), Hamlin Collegiate ISD has the following measures in place to ensure coordination with response agencies. Coordination involves notification of an incident, providing situational awareness, and requesting assistance if needed. These agencies include:

- Local fire departments
- Local health departments
- Local law enforcement
- Local office of emergency management
- Department of State Health Services

## **8.0 COMMUNICATIONS AND PUBLIC INFORMATION**

A. The district's Public Information Officer (PIO) is the official spokesperson for the district. The PIO communicates and interacts with all forms of public media. The PIO will maintain a Media Roster that contains the names, telephone numbers, and email addresses of each of the media resources listed in the Communication Annex.

The EOP minimum requirement mandates implemented in Education Codes 37.108(a)(2), 37.108(a)(3) and 37.108(f)(5) will be addressed in the Communications Annex.

## **9.0 ADMINISTRATION AND SUPPORT**

A. Purchasing

The Hamlin Collegiate ISD Business Office oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for district personnel, submitting documentation for reimbursement, and recovering district records following an incident.

The district's policy on establishing agreements and contracts is established by the district department or individual designated to oversee district purchasing practices. The term "contracts" relates to any agreement for goods or services being purchased by Hamlin Collegiate ISD. The Hamlin Collegiate ISD Business Office checks for compliance with applicable laws and policies for financial coding.

Hamlin Collegiate ISD 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 sent to the Hamlin Collegiate ISD Business Office. The purchasing process is outlined in a separate document titled [*Standard Terms and Conditions Governing the Purchase of Goods and Services*].

## B. Reporting

1. Situational Reports will be completed daily and distributed by the ICP during incidents and as requested by the IC during the emergency. The district may complete an Incident Action Plan (IAP) for incidents lasting longer than 24 hours. In addition, individuals assisting with the response and recovery may complete the FEMA ICS Forms 213, General Message and FEMA ICS 214, Activity Log.

The FEMA ICS General Message Form is used by incident personnel to transmit messages or notifications. The FEMA ICS Activity Log Form is used to record details of activities. These logs provide basic incident activity documentation, and a reference for any after-action report.

2. An After-Action Report will be conducted by the district after every major incident. The AAR captures the nature of the incident, response descriptions, outcomes (what went wrong, what worked well), and recommendations for future planning.

## C. Recordkeeping

The district is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with established local fiscal policies and standard cost accounting procedures. Recordkeeping activities include:

- Maintain accurate logs recording key incident management activities:
  - Activation and deactivation of incident policies, procedures, and resources.
  - Significant changes in the incident situation.
  - Major commitments of resources or requests for additional resources from external sources.
  - Issuance of protective action recommendations.
  - Evacuations.
  - Casualties.
  - Containment or termination of the incident.

The Hamlin Collegiate ISD Business Office is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of incident response costs. The detailed records of costs for incident management and operations include:

- Personnel costs, including overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.



Vital records must be protected to continue normal district operations. These include legal documents and student and staff files. Essential records should be protected and are maintained in collaboration with the Dr. Randy Burks and Hamlin Collegiate ISD Business Office. These records should be stored and kept in accordance with legal requirements for document retention. Records and documents related to the incident should be kept in the same manner and on file for as long as the district's legal department recommends.

## **10.0 DEVELOPMENT AND MAINTENANCE**

A. The Dr. Randy Burks is responsible for approving and promulgating this plan.

[Name the District Department or Title of Individual or the District's EOP Planning Team] will oversee and coordinate with appropriate agencies to conduct the review and update of the district's EOP. Substantive changes between the annual review periods, such as changes in roles or responsibilities, will prompt notification to stakeholders. Minor edits such as grammar or spelling changes require no notification to stakeholders. If updates of the EOP involve substantive changes, [Name the District Department or Title of Individual] will generate a draft document for distribution to relevant stakeholders for review and comment. After the review and comment period by stakeholders, the updated plan becomes effective upon completion of all signatures.

B. The approved EOP will be disseminated following these steps:

- The EOP will be reviewed and validated by appropriate individuals and agencies, including the School Safety and Security Committee.
- Annually the EOP will be disseminated to appropriate individuals and agencies.
- The planning team will obtain plan approval from appropriate individuals and agencies.
- The EOP will be distributed to appropriate individuals and agencies.
- The Record of Distribution table will be used to track who has received the EOP.

C. Each update and change to the EOP will be tracked using the Record of Changes table. The record of changes will include:

- The change numbers.
- The date of the change.
- The name of the person or the agency who made the change.
- A summary of the change.

D. The EOP will be reviewed annually by the district's EOP planning team, response agencies, and others having roles and responsibilities in the EOP. The Dr. Randy Burks will establish a schedule for annual review of the EOP, in accordance with Education Code 37.108(c-2)(8). The District Review/Audit Records Appendix will contain a certification statement showing improvement based on deficiencies identified during an incident, during trainings, during exercises; or when hazards, resources, or capabilities have been changed. This statement will include the date the recommended changes were reported to the district's board of trustees, as well as the

information reflecting the district's board of trustees' recommendations for improvement.

- E. In addition to the annual review of the district's EOP listed above, the district will also implement a safety and security audit of all district facilities to be completed at least once every three years in compliance with Education Code 37.108(a)(6). A certification statement providing the date the audit was complete, who conducted the audit and the date the results of the audit were submitted to the district's board of trustees is also included on the District Review/Audit Records Appendix.

## **11.0 LIST OF APPENDICES**

- See Table of Contents under the *Appendix* Section

## **12.0 ANNEXES**

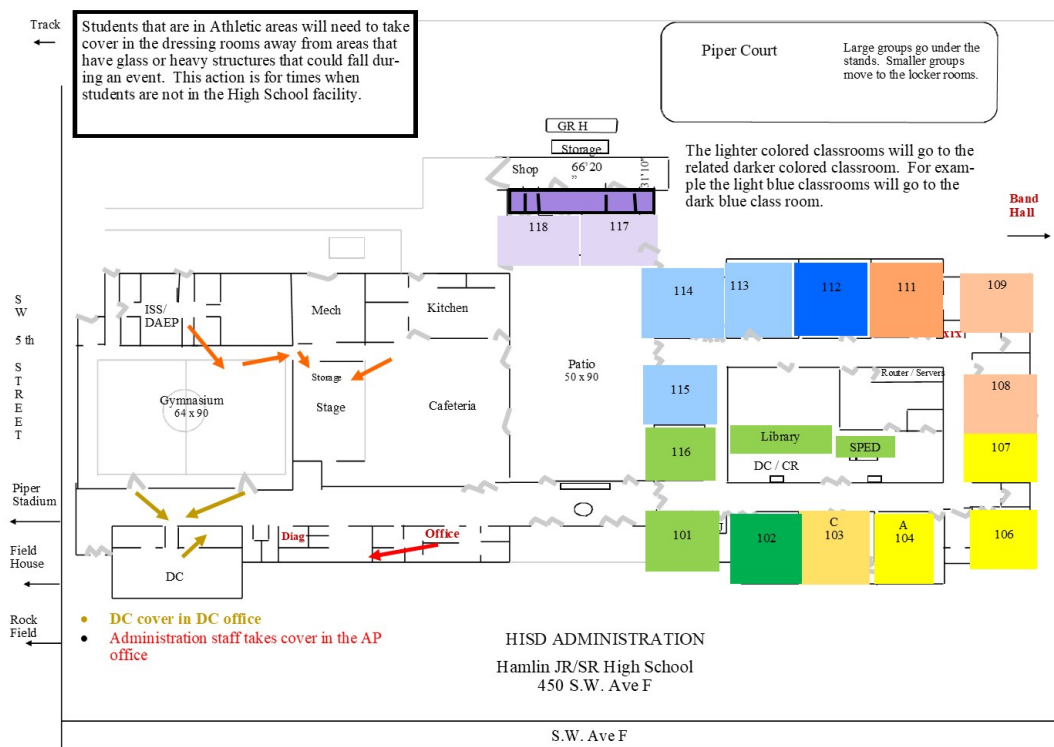
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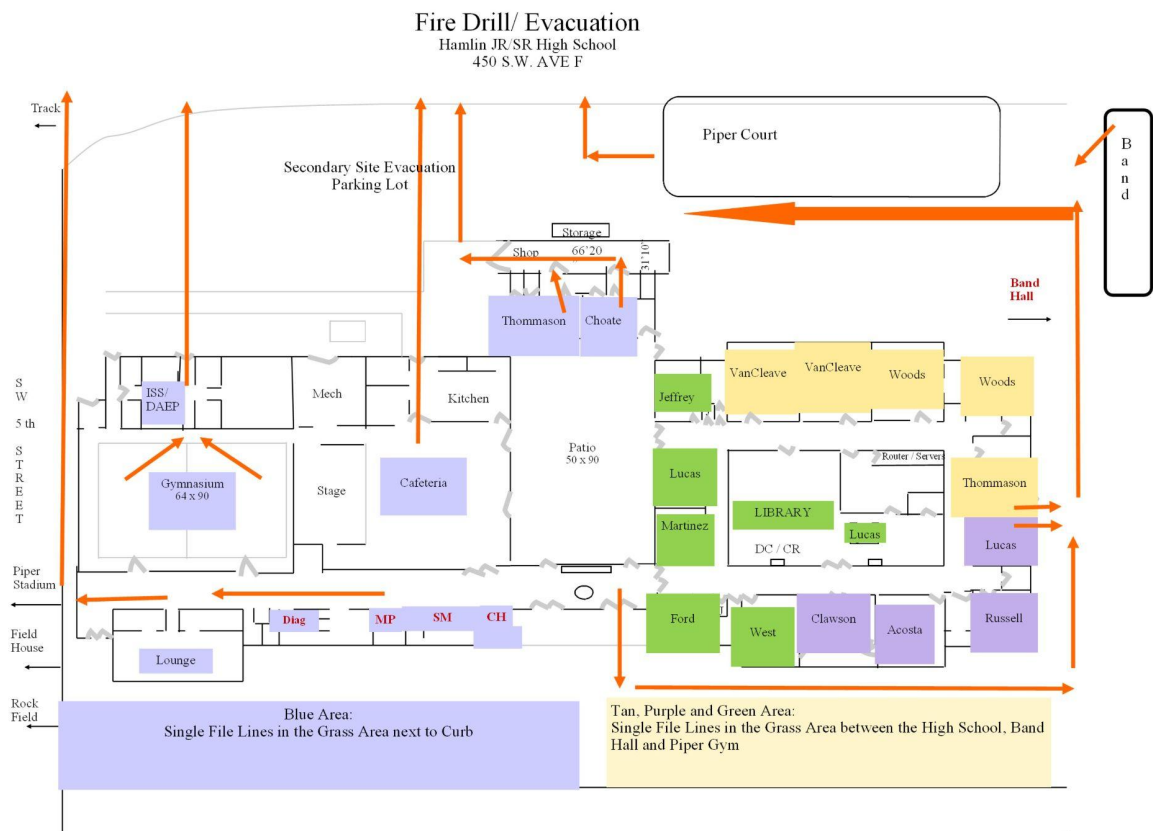
# **APPENDICES TO THE BASIC PLAN**

**Appendix 1: Facility Maps**

## Appendix 2: Campus Maps

## Tornado Drill/ Hazardous Weather

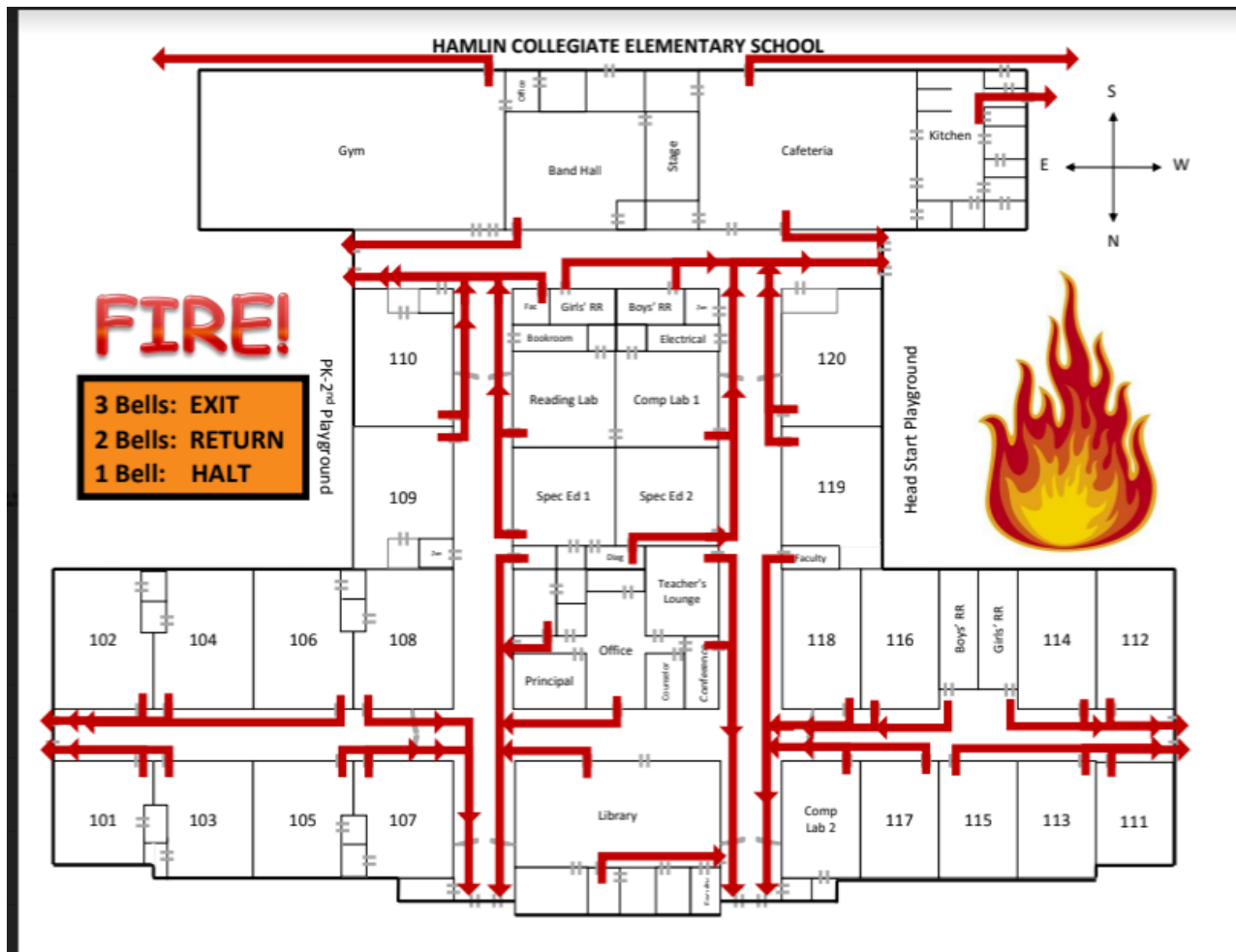


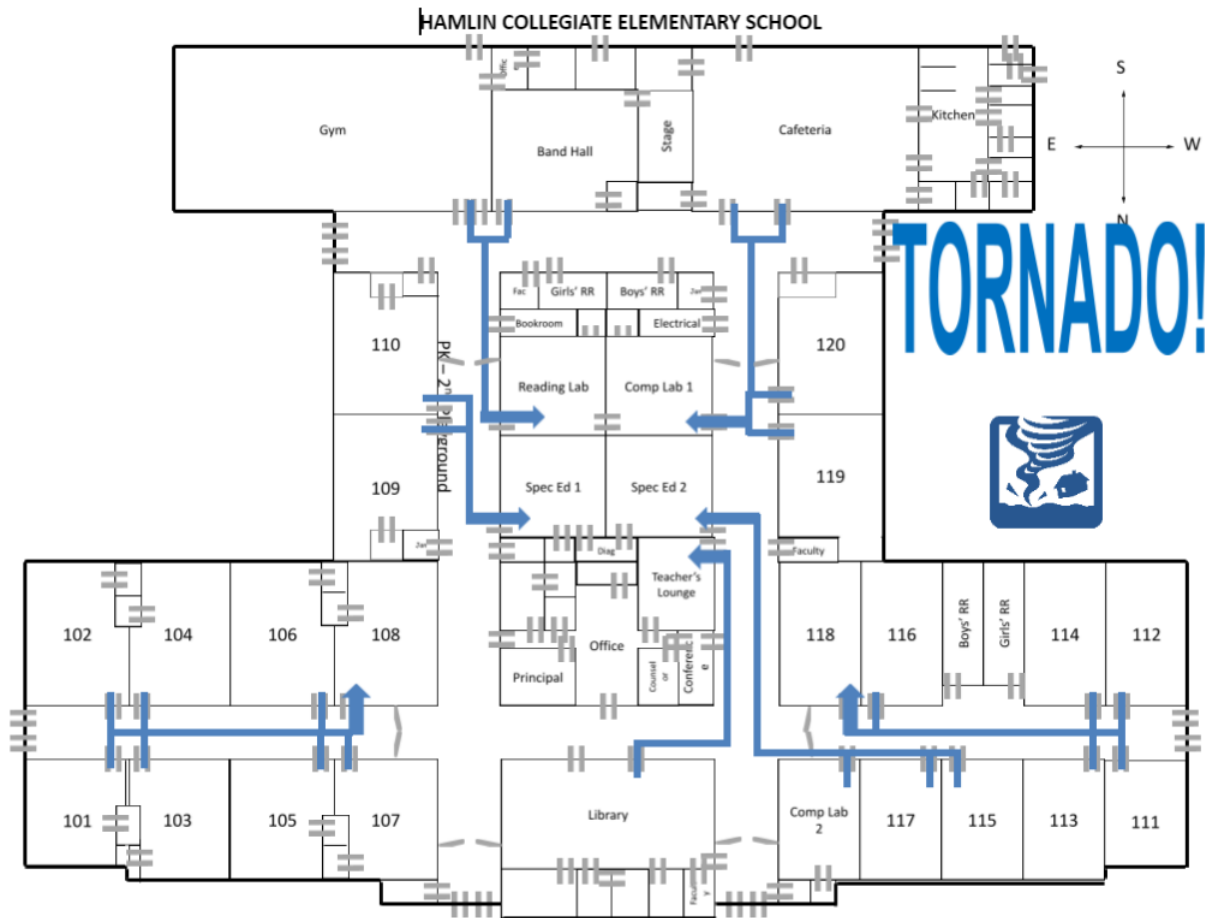


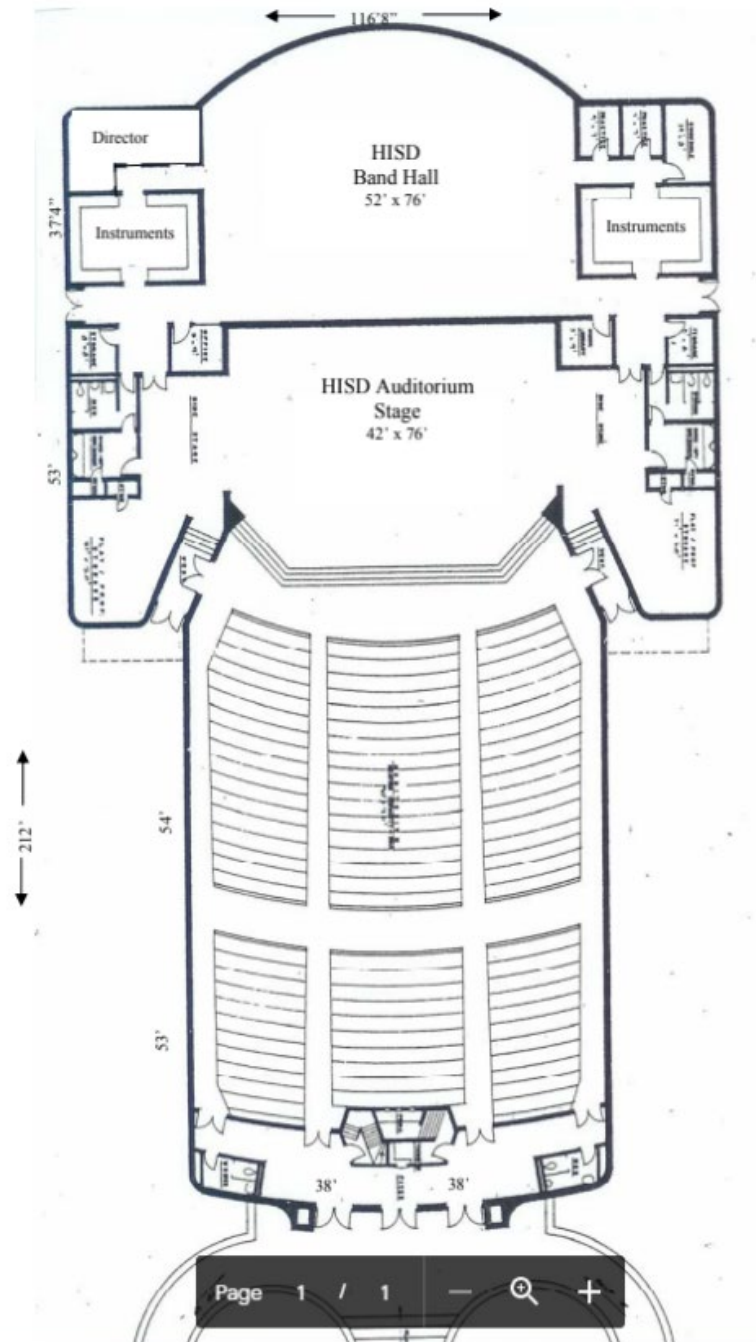
Teachers need to have a copy of all class roles. When exiting, room lights are to be turned off and doors shut. When fire drill is verbally called or fire alarm is sounding gather students and travel single file following designated arrows to safe areas. Line students up single file and check roll. It is very important that students that are absent are noted.

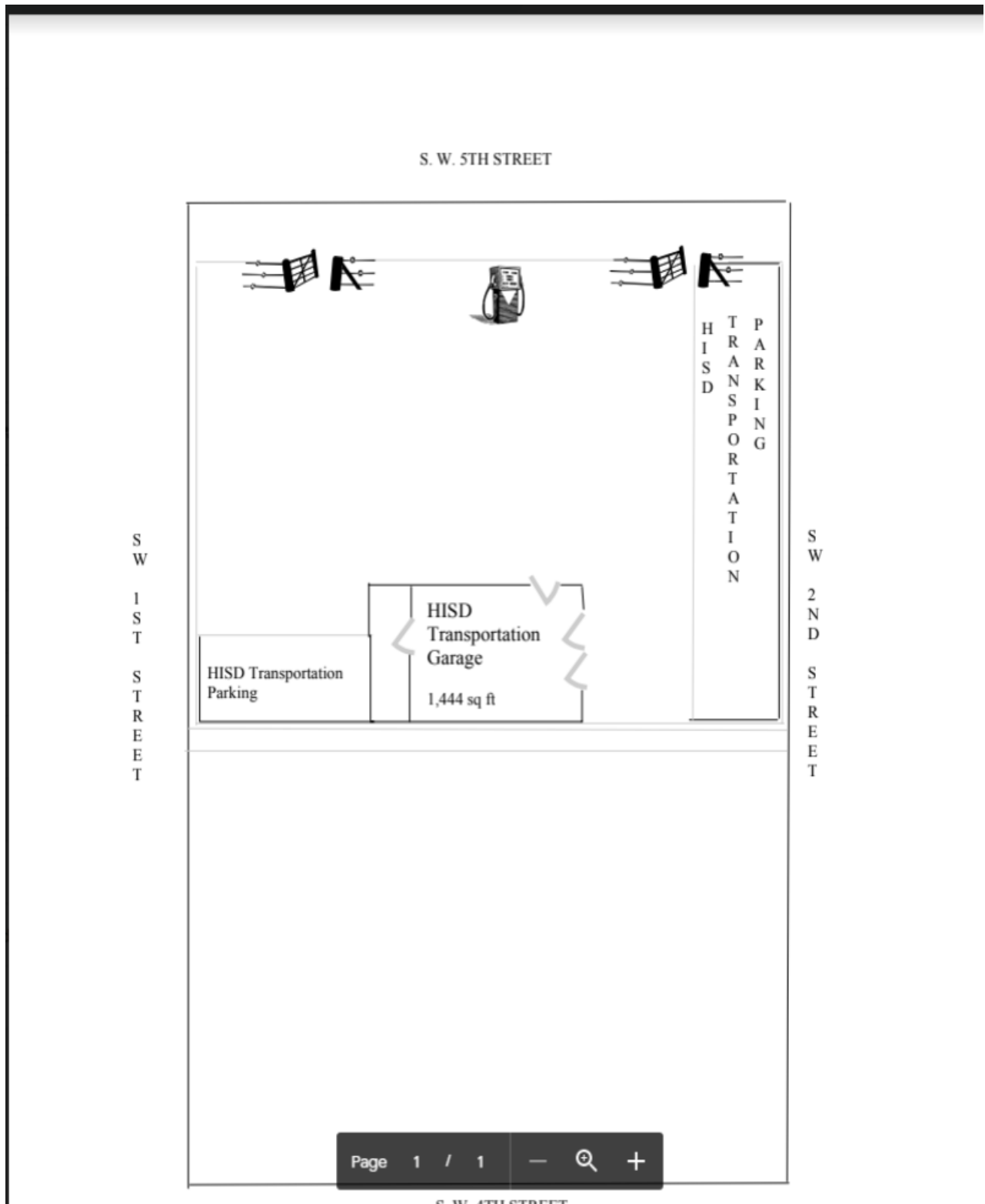


(District Name) Basic Plan - Appendices









1975  
Academic: 27,300 sq ft  
Shop: 2,650 sq ft  
Gym: 19,000 sq ft  
Total: 48,950 sq ft

The site plan shows the layout of the HISD Field House and the adjacent PIPER Football Stadium. The Field House is a large rectangular building with various rooms and facilities. The stadium is located to the north of the field house, with a track and stands. The plan includes dimensions for various rooms and the overall building footprint.

**PIPER FOOTBALL STADIUM**

- Visitor's Stands
- Hamlin Stands
- PIPER TRACK

**HISD FIELD HOUSE**

- Athletic Director
- Trainer's Room
- JV/MS/Visitor Dressing Room
- Men's RR
- Women's RR
- Weight Room
- Concession Stand
- Storage
- Whirlpool
- Varsity Locker Room
- Lav.
- Mech.
- Toilets
- Showers
- Coaches' Office
- Storage
- RR
- Sto
- Ticket Box

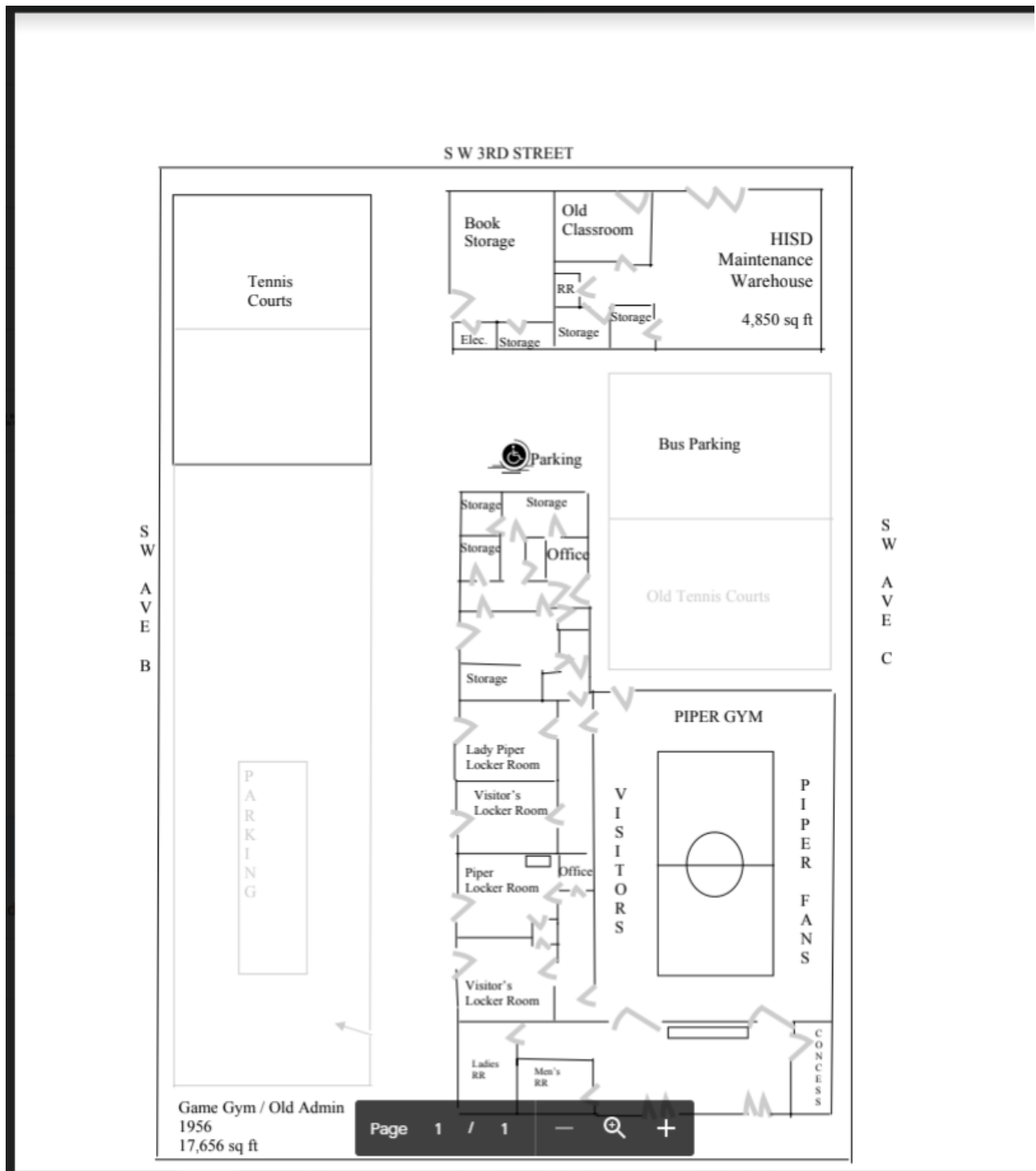
**Dimensions:**

- Overall width: 17'11 3/4"
- Overall length: 37'6 1/2"
- Room dimensions: 12'8 1/2", 23'4 1/2", 13', 11'4", 35'4 1/2", 17'11 3/4", 17'11 3/4", 11'9 1/2", 5'3", 22'4", 8'36"

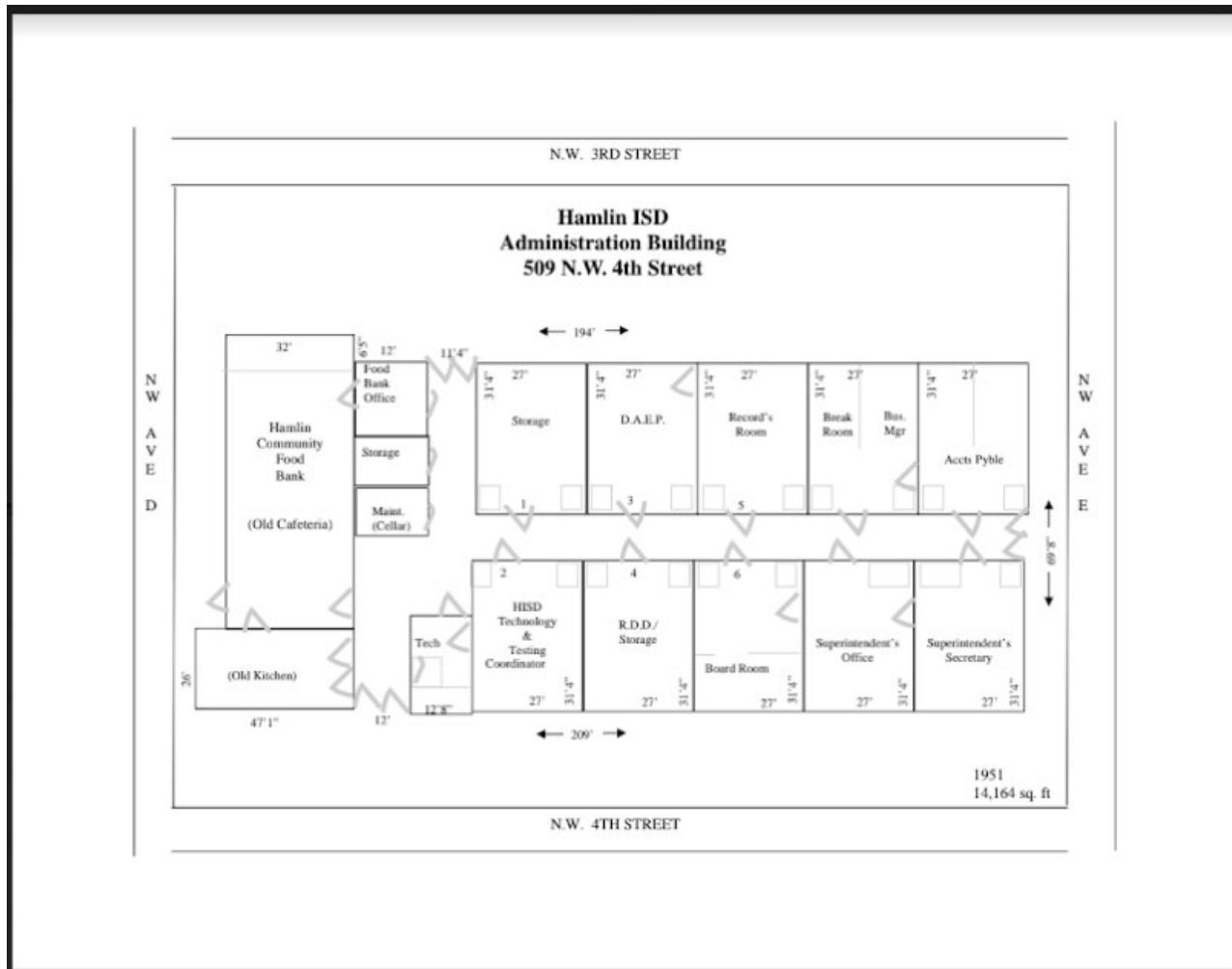
**Original: 1953**  
**Weight Room Add.: 1985**  
**New Addition: 1996-97**  
**FH & Coach's Off: 5,914 sq ft**  
**Weight Room: 1,960 sq ft**

**S.W. 5th Street**

**H.H.S.**



**(District Name) Basic Plan - Appendices**



**Appendix 4: Safety and Security Committee**

In accordance with Education Code 37.109, The Safety and Security Committee, to the greatest extent practicable, must include:

Agency	Title	Name
Office of Emergency Management	The Piper Center	
Local Law Enforcement	Bobby Evans	
District's Police Department (if applicable)	Dr. Edgar Reed	
President of District's Board of Trustees	Kendon Gruben	



**(District Name) Basic Plan - Appendices**

A Member of the District's Board of Trustees (other than the president)	Jerry Woods	
District's Superintendent	Dr. Randy Burks	
Designee(s) of Superintendent – (one must be a classroom teacher in the district)	Jim Fillingim Chris Evans Elementary Principal	
A Member of the Open-Enrollment Charter School's Governing Body (or designee, if applicable)	Student Council President	
Parents/Guardians of Enrolled Student	Michelle Jones	

**Safety and Security Committee Meeting Calendar (Preceding Year's Meetings)**

<b>Month</b>	<b>Date / Year</b>	<b>Time</b>

## Appendix 5: District Review / Audit Records

*Attach the **certification statement** indicating compliance with TEC 37.108(c-2)(8), as described under Development and Maintenance*

*Attach the **certification statement** indicating compliance with TEC 37.108(a)(6); 37.108(c-2)(7), as described under Development and Maintenance*

**EMERGENCY CONTACT NUMBERS FOR CITY OF HAMLIN**

**Mayor**

**Office: 325-576-2711**

**Church # 325-576-3851**

**Fax: 325 576-3426**

**Bobby Evans, EMC & Chief of Police**

**Office: 325-576-3633**

**Fax: 325-576-3635**

**Cell- 325-665-6475**

**Gary Morgensen, Fire Chief & E MS Chief**

**Office: 325-576-3646 Ext 633**

**Doug Ray, GM of Adams-Foster-Ray Funeral Home**

**Office: 325-576-2602**

**Fax: 325-576-2929**

**Tonia Cook, Hospital Administrator**

**Office: 325-576-3646**

**Randy Burks, Superintendent HISD**

**Office: 325-576-2722**

**HISD has an automated school call out phone system.**

**They will also use “Remind”**

<b>Name</b>	<b>Phone #</b>
<b>Randy Burks</b> <b>Superintendent</b>	<b>325-201-2615</b>
<b>Edgar Reed</b> <b>Administration</b>	<b>325-260-6676</b>
<b>Michelle Jones</b> <b>Administration</b>	<b>325-232-2543</b>
<b>Chris Evans</b> <b>AD/Field House/Gyms</b>	<b>325-212-7588</b>
<b>Teressa Gholson</b> <b>Maintenance</b>	<b>325-244-4405</b>
<b>Jim Fillingim</b> <b>Maintenance/Grounds</b>	<b>(325)660-6712</b>

**Chris Kimball                      214-793-6881**

**Tech. Coord.**

**HVAC Automation**

### **Definition of Terms**

**1.    LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.**

**Students: Move away from sight, Maintain silence, Do not open the door**

**Teacher: Lock interior doors, turn out the lights, Move away from sight, Do not open the door, Maintain silence, Take attendance**

### **Shelter in Place**

**Communication – announcement, one long continuous bell and text messaging**

***An emergency situation that does not require evacuation***

**Keep all students in the classroom. Lock the door and close your blinds. Have students assume a safe position away from windows and the door. Shelter in Place would be announced in the case of a drive-by shooting, dangerous weather, and incident of school violence, etc.**

## **2. LOCKOUT! SECURE THE PERIMETER.**

**Students: Return inside, Business as usual**

**Teacher: Bring everyone indoors, Lock perimeter doors, Increase situational awareness, Business as usual, Take attendance**

### **Partial Shelter in Place**

**Communication – email, text, phone, announcement or runner**

***A non-emergency situation***

**Keep students in the classroom and continue normal classroom activities. Close blinds to prevent students from seeing events that may be taking place outside.**

## **3. EVACUATE! TO ANNOUNCED LOCATION.**

**Students: Bring your phone, Leave your stuff behind, Follow instructions**

**Teacher: Lead evacuation to location, Take attendance, Notify if missing, extra or injured students**

### **Building Evacuation**

### **Communication – 3 short bells**

#### ***An emergency situation that requires the evacuation of all buildings***

The fire alarm will signal a Building Evacuation. Teaching staff will take students to their designated outside locations. Our **primary rallying point** for the high school is the Piper Court game gym parking lot on the West side of the high school building. For the Elementary, the playground South of the school. Teachers should take their “Safety Bags”. Students should be quiet and alert to instructions from their teachers, members of the Crisis Management Team and/or the emergency personnel.

### **Secondary Site Evacuation**

#### **Communication – announcement followed by 3 short bells**

#### ***An emergency situation that requires immediate evacuation of the premises***

In a Site Evacuation, students and staff would exit the facilities in the same manner as a Building Evacuation, everyone would continue to the **primary rallying point** for bus I

- **First Choice: First Baptist Church**
- **Second Choice: Old Hamlin Game Gym**

Parents would not be allowed to take, visit with or check out their students until the authorities have determined that the campus is safe and the situation has been resolved.

#### **4. SHELTER! HAZARD AND SAFETY STRATEGY.**

**Students: TORNADO: Evacuate to shelter area, HAZMAT: Seal the room, EARTHQUAKE: Drop, cover and hold, TSUNAMI: Get to high ground**

**Teacher: Lead safety strategy, Take attendance**

### **Disaster Drill**

#### **Communication – announcement**

***An emergency situation that requires special safety measures***

**Lock all doors. Close windows, blinds and curtains. Move students to the hallway.**

**Reminders...**

- 1. All inquiries from the media (newspaper, television, radio, etc.) are to be directed to the Superintendent's Office.**
- 2. Following an emergency situation, the Crisis Management Team will meet with staff members to debrief.**
- 3. Counseling services will be offered following any emergency situation**

**Safety Bags**

**All classrooms will be provided safety bags. These are to be maintained in the classroom and are required to be used during any evacuation drills or evacuations in order to communicate more effectively and maintain the safety of students.**

**Each safety bag shall have the following items:**

<b>First Aid Kit</b>	<b>Mylar blanket</b>	<b>Gloves</b>
<b>Bottle Water material</b>	<b>LED Flash Light</b>	<b>Abs</b>
<b>Trash Bags Towelettes</b>	<b>Biohazard</b>	<b>bag</b>
<b>Red/Green Sheets</b>	<b>Updated Rosters</b>	

**Crisis Emergency Situations**



## **Accident**

### **On Campus**

1. Principal or designee call 911, Superintendent, and parent(s) student(s) involved.
2. First aid/CPR is administered.
3. Students are removed from the immediate area.
4. Principal activates the Crisis Management Team, if necessary.
5. Emergency health information is secured.
6. Injured student(s) transported by ambulance, if necessary.
7. Communications are updated.
8. CMT meets with staff to debrief.
9. Counseling is offered, if appropriate.

### **Off Campus School Sponsored Activity**

1. Principal or designee calls 911, Superintendent's and parent(s) of student(s) involved.
2. First aid/CPR is administered
3. Involved parties are determined.
4. Principal activates CMT, if appropriate.
5. Incident report is completed.
6. CMT meets with staff for debriefing.
7. Counseling is offered, is appropriate.

## **Animal Attack/Threat**

1. Students and staff move to a safe location away from the threat.
2. No attempt is made to frighten animal away in order to avoid provoking the animal.
3. Staff contacts principal, who in turn contacts parents (if necessary), Hamlin PD, and /or Animal Control.
4. *Partial Shelter in Place* is initiated.
5. Staff members are assigned to track animal until it leaves school property or assistance arrives.
6. In case of injury, first aid is administered and authorities are contacted.

## **Bomb Threat**

1. **DO NOT HANG UP THE PHONE** until instructed to do so by the Fire Department, Hamlin PD or the phone company. Record caller's own words. Prolong the conversation with the caller in order to assist in tracing the call.
2. Notify the principal or designee so they can call 911.
3. Initiate Site Evacuation plan if safe/appropriate.
4. Notify the Superintendent.
5. Principal or designee will act as liaison with the police department personnel and will establish a command post outside the building.
6. Liaison will have maps and master keys available for use by search squads.
7. Authorize all clear signal after receiving clearance from authorities.
8. A letter will be written to parents, after the incident is resolved.
9. Counseling is offered if appropriate.

#### **Bus/Car Accident On/Off Campus**

1. Principal or designee calls 911, superintendent and parent(s) of student(s) involved.
2. First aid/CPR is administered.
3. Involved parties are determined.
4. Principal notifies the CMT.

#### **Child Abuse**

A teacher, counselor or staff member must report suspected child abuse. It is the law. Anyone "having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect" must report the case immediately to any state or local law enforcement agency or to the Texas Department of Protective and Regulatory Services.

1. Make a verbal report to TDPRS within 48 hours or complete the online worksheet: <https://reportabuse.ws>
2. Follow up with a written report within five (5) days.

A teacher may tell the principal, school counselor, or superintendent of suspicions, but this will not satisfy the obligation under the law. Local school policy cannot conflict with or supersede state laws requiring adults to report child abuse to a law enforcement agency or to the TDPRS. Report any reasonable suspicions, but do not try to investigate or confront the suspected abuser on your own.

#### **Downed Power Lines/Utility Failure**

1. Notify Principal

2. Partial Shelter in Place will be announced.
3. Principal or designee will contact the energy provider, police department and superintendent.
4. Parents must sign-out students prior to the regular dismissal time.

### **Drive-by Shooting**

1. When shots are fired, instruct students to “Drop to the ground or floor.”
2. Instruct any students outside the building to run into the building quickly and quietly after the car has left the vicinity.
3. A staff member will watch for the car to return.
4. Notify the Principal; Principal or designee will call 911 and the Superintendent.
5. Check student/staff for injuries; administer first aid if necessary.
6. Announce Shelter in Place with students well away from windows.
7. Students must be signed out by parent/guardian.
8. Give “all Clear” signal when authorized to do so.
9. Complete an incident report.

10.CMT and staff meet to debrief.

11.Offer counseling services.

### **Drug Overdose**

1. Call 911 and notify the principal who will contact parents and the superintendent and the principal will announce a Partial Shelter in Place.
2. Keep the student as stable as possible until help arrives.
3. Offer counseling services.

### **Explosion**

#### **During School Hours**

1. Evacuate the affected building immediately; consider Site Evacuation if necessary.
2. If safe, the CMT checks affected building to ensure that the building is empty.
3. Principal or designee contacts the following entities:

\*Police department

**\*Superintendent's office**

**\*Appropriate utility company**

4. Turn off all radio transmitting devices.
5. Attempts to disconnect utilities will not be made.
6. Secure assistance/first aid for any injured.
7. Teachers will complete a roll check, and parents/family members will sign out students.
8. CMT and staff meet to debrief.

#### **After School Hours**

1. Call 911
2. Call the principal or designee.
3. Principal or designee will call the superintendent.

#### **Fire**

1. Fire drill procedures/routes are posted in classrooms, library, gym, etc.
2. Fire exits are identified and communicated to staff/students.
3. Staff members are familiar with the location and operation of fire extinguishers.
4. Fire drills are held monthly, both announced and unannounced.
5. Hamlin Fire Department will be notified prior to a drill.
6. The fire alarm, bell system, and PA/telephone system will be used for a drill or actual fire.

#### ***In Case of an Actual Fire***

1. Principal or designee will sound the fire alarm call 911 and the superintendent.
2. Adult runners will inform teachers of a Site Evacuation, if necessary. Evacuation procedures will be followed.
3. Principal or designee will act as liaison with the emergency personnel and will establish a command post outside the building.
4. Liaison will have maps and master keys available for use by search squads.
5. Authorize all clear signal only after receiving clearance from authorities. Students and staff may then return to the campus.
6. A letter will be written to parents after the incident is resolved.
7. CMT and staff meet to debrief.
8. Counseling is offered if appropriate.

## **Kidnapping/Missing Person**

If you suspect that non-custodial parent or other person without parental consent has removed a student from the school premises and/or activity (on or off school grounds), use the following as guidelines for action:

1. Inform the Principal or designee
2. Using the phone system, call for the student to report to the office or send a paraprofessional to relay the message.
3. Partial Shelter in Place may be announced.
4. Search the grounds/facility for the missing students.
5. Check student records for possible custodial issues.
6. Principal or designee will contact custodial parent, police department, Superintendent, and schools where siblings attend.

\*Be prepared to give the following information: student's name, gender, age, grade level; location of student when last seen; description of student and what he/she was wearing; parent's name, address, phone number(s); names of the student's close friends; name and description of the suspect (if known); license plate, make, color, description of vehicle (if seen).

## **Media**

In emergency/crisis situations do not make any statements to the media. Refer all media contacts to the Superintendent's office at 576-2722. The Superintendent is always the official spokesperson. You can request that media personnel leave the campus, but you cannot prohibit them from filming the campus if they are located off the school property.

## **School Violence**

### **Armed Attack by Student or Intruder**

1. Notify the principal immediately
2. Principal will assess the severity of the situation and call 911 and the Superintendent's office is appropriate.
3. Shelter in Place may be announced.
4. If possible, isolate the individual with the weapon.
5. Provide first aid and follow directions from the police.
6. Parents must sign out students.

7. Debrief staff and offer counseling.
8. A letter will be written to parents after the incident is resolved.

### **Fight**

1. Secure adult assistance
2. Give commands in a firm, authoritative voice.
3. Separate the participants and dismiss onlookers.
4. Remove participants to a neutral area and provide needed first aid.
5. Notify the principal.
6. Evaluate the severity of the fight; Principal will notify officials if appropriate.
7. Complete a discipline referral slip.
8. Principal will determine consequences for the participants.

### **Riot, Racial Conflict, or Gang Altercation**

1. Notify the principal immediately.
2. Principal will contact the Superintendent's office and the police department.

### **Weapons on Campus**

1. Notify principal
2. Principal or designee will announce Partial Shelter in Place or Shelter in Place.
3. Principal will contact Police Department (if appropriate) and Superintendent's office.
4. Secure the weapon, if possible.
5. Isolate the student who brought the weapon, the staff will be discreetly notified and a Shelter in Place will be announced.

### **Seizure**

1. Notify the Principal or office staff member, the Nurse will contact parent and get medical assistance.
2. Cushion the head with a pillow or soft item of clothing.
3. Clear the area of sharp objects.
4. Do not put anything in his/her mouth or attempt to make the person drink anything.
5. Do not attempt to restrict the person's movements; seizures must end naturally.
6. Remain with the person until the seizure ends; note the time the seizure begins and ends.
7. Call for medical assistance if the seizure lasts for more than 5 minutes, the individual is not wearing an epilepsy medical ID, there is a second seizure or victim experiences difficulty breathing afterwards, the person is pregnant, or there are signs of injury.

## **Sexual Assault**

1. Notify the principal who may announce Partial Shelter in Place.
2. Move the victim to a secure, private area and assign a staff member of the same sex to stay with the victim.
3. Principal will call the police department, the Superintendent's office, and parent.
4. Counseling will be on-going.

**\*Be prepared to give the following information: student's name, gender, age grade level; parent's name, address, phone numbers; your name, position, and phone numbers; name and description of the assailant (if known).**

## **Suicide Threat/Attempt**

### **Student**

1. Bring student to the office as discreetly as possible.
2. Notify the principal who will contact parents, counselor, and Superintendent and will announce Partial Shelter in Place.
3. Be prepared to document the situation and any intervention information.
4. Offer counseling and referrals to parent.

### **Staff Member**

1. Bring staff member to the office as discreetly as possible, offer support; voice concerns honestly and openly.
2. Notify the principal who will contact the spouse or another family member, and the campus counselor.
3. Be prepared to document the situation and any intervention information.
4. Offer support and counseling referrals to family members.

## **Weather**

The Superintendent will determine if school will be delayed or cancelled due to a weather related emergency. Campus personnel will monitor local media outlets for updates. Should severe weather develop during the day, the Superintendent will determine any action to be taken and advise campus administration.

## **Lightning/Severe Winds/Hail/Thunderstorms**

1. Shelter in Place

2. Avoid use of phones and other communications devices.
3. Unplug computers.
4. Remain in Shelter in Place mode until the all clear is sounded.

#### **Tornado**

1. Disaster Drill
2. Battery-operated weather radio will be monitored in the office.
3. All doors, windows, blinds, and curtains should be closed.
4. If a parent arrives to pick up student, invite the parent into the room, but discourage the parent from leaving with the student.
5. Remain in Disaster Drill mode until the all clear is sounded.

### **Support and Recovery**

Following all emergency situations, certain responsibilities are required to allow closure for students and staff. These tasks should be completed as soon as possible.

1. Offer counseling services
2. Debrief staff members
3. Accurately record and identify injured/deceased student/staff
4. Assign CMT member to act as liaison with parents/emergency personnel
5. Refer all media inquiries to the Superintendent's office
6. Evaluate the effectiveness of the Crisis Management Plan





