

Brooks County Independent School District
Active Threat Annex



08/15/2022

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 Active Threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

1.2 Scope

This annex is meant to address district planning for an Active Threat incident and applies to the whole district community and all district property.

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...”. This definition is applicable to all forms of active killers, regardless of the weapon used.

2.2 District Specific Hazard Risk

Brooks County Independent School District identifies the following active threats as high priority.

Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

Stabbing and Blunt Force Trauma

A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.

Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Vehicular Assault

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

2.3 Hazard Preparedness and Warning

Brooks County Independent School District acknowledges that districts across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual’s risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency’s Safe and Supportive School Program (SSSP). More information on SSSP is also available in the Psychological Safety Annex to our Basic Plan.

Threat Assessment Team

Brooks County Independent School District has a threat assessment team(s), consistent with Texas Education Code 37.115. Threat assessment team operations

are rooted in best practices established by the United States Secret Service National Threat Assessment Center and are guided by state legislation. The threat assessment team is a multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The threat assessment team maintains a low threshold for intervention and may offer resources from the MTSS to assist in the prevention and de-escalation of threats.

Brooks County Independent School District threat assessment team acts as a buffer to violence and provides support to district community members in crisis before persons pose a threat to themselves or others. The threat assessment team reviews observed and reported concerning and prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. Brooks County Independent School District acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat.

Brooks County Independent School District policy for School Behavioral Threat Assessment (SBTA) contains more specific information regarding threat assessment, including parent notification and records retention.

Detecting Suspicious Activity

Brooks County Independent School District uses the following methods to detect suspicious activity on campuses:

- Metal Detectors at each main entry point of each campus
- Encourages the reporting of any suspicious activity on social media and takes appropriate action
- Collaborates with all local, state and governmental law enforcement agencies

2.4 Safety in Portable Buildings

In compliance with Texas Education Code 37.108, Brooks County Independent School District utilizes the following measures to ensure the safety and security of individuals in portable buildings during an active threat incident:

- Ensures doors to portable buildings are able to lock
- Ensures door audits are adhered to as per TxSSC mandates
- Ensures Standard Response Protocols are taught to the teacher and students

2.5 Access and Functional Needs

In compliance with Texas Education Code 37.108, Brooks County Independent School District utilizes the following measures to ensure the safety and security of individuals with access and functional needs during an active threat incident:

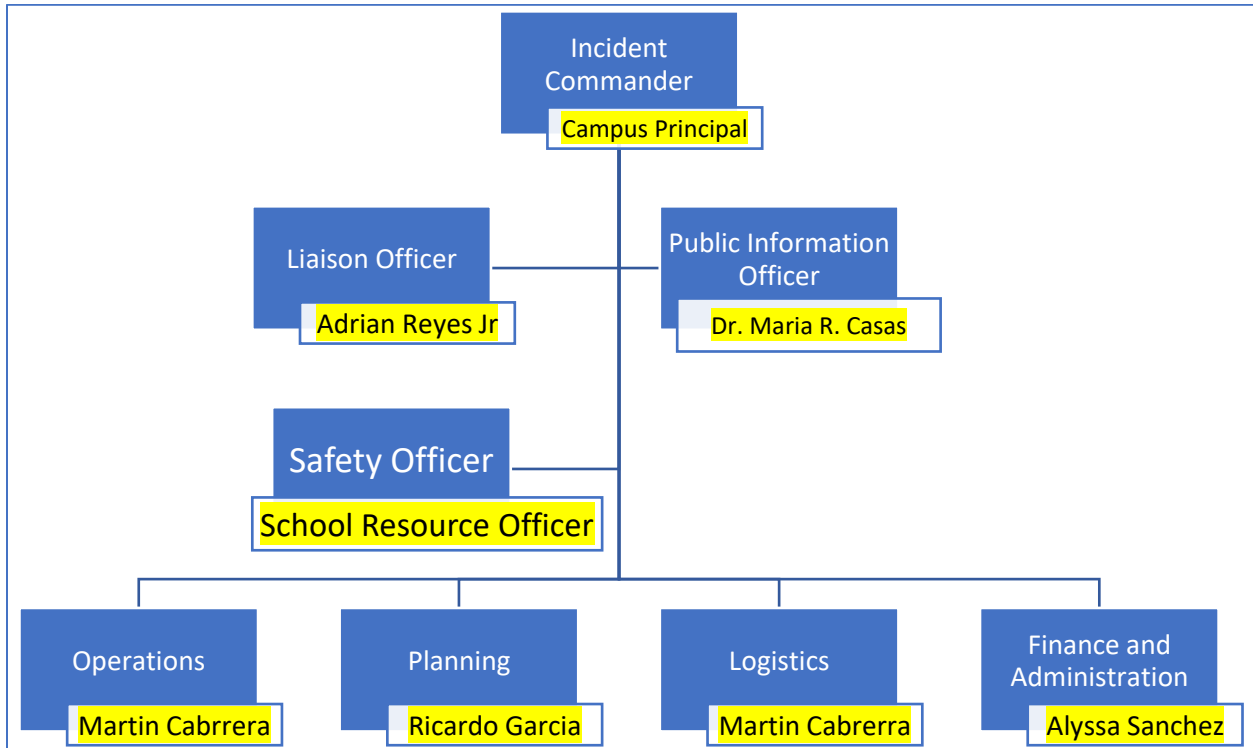
- Continue to provide students with access and functional needs services as needed

- Have students with these needs monitored by qualified individuals and/or teachers
- Prioritize moving these students with access or functional needs to assigned unification points after law enforcement clears immediate threat and deems evacuation is safe.

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

3.1 Annex-Specific ICS Organizational Chart

Brooks County Independent School District will designate an Incident Commander for an active threat 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	
Safeguard against consequences unique to an active threat incident.	
District Actions	Responsible Role
Implement TEA and TxSSC mandates and District rules and regulations by ensuring all are disseminated to campus principals and district administrators	Superintendent Dr. Maria R. Casas
Ensure TEA and TxSSC mandates are being carried out by giving mandate information to campus principals and administrators / following up and doing self audits on campuses as to mandates	Superintendent Dr. Maria R. Casas
Collaborate with local, state and governmental law enforcement agencies by meeting with all local/state/ federal agencies in the county to ensure that each agency has and understands BCISD EOP. BCISD has a threat assessment team and Collaborates with the SRO during those assessments.	Safety and Security Coordinator Adrian Reyes Jr.
Implement security measures, door audits and conduct threat assessments by conducting exterior and interior weekly door inspections, promote ingress/egress policies. training and meeting with campus threat assessment teams, test security cameras, training students and staff (to include substitute teachers) on security measures. BCISD uses the Raptor system to screen all incoming visitors and contractors, this ensures controlled accountability of visitors to all district campuses. BCISD constantly reviews camera surveillance systems to identify camera blind stops and addresses these issues as they arise. All these measures are to ultimately to deny entry of specious persons to district campuses.	Safety and Security Coordinator Adrian Reyes Jr.

Mitigation Phase	
Reduce the impact of an active threat incident.	
District Actions	Responsible Role
Collaborate with local, state and governmental law enforcement agencies by inviting and conducting meetings on school campuses. Invite agencies to visit district campuses. Set up office space for visiting agencies to work out off. BCISD has two SRO's and four BCISD Armed Security Officers throughout campuses. The Department of Public Safety (DPS) has its main office on the High School Campus. Collaborate and review with local law enforcement the response for an active threat incident.	Safety and Security Coordinator Adrian Reyes Jr.

Mitigation Phase	
Reduce the impact of an active threat incident.	
District Actions	Responsible Role
Teach and Implement Standard Response Protocol by providing all teachers (to include Substitute teachers) and staff with information (i.e. flyers, website) on “iloveguys” protocols. Provide training for “Stop the Bleed”. BCISD has in installed “Stop the Bleed Stations and Automated external defibrillators (AED’s) throughout all campuses. Every Security Officer has been issued and has available a tourniquet for emergency use.	Safety and Security Coordinator Adrian Reyes Jr.
Conduct threat assessments and refer if necessary to law enforcement by meeting with campus threat assessment teams and ensure School Resource Officer is present for assessments. Collaborate with local law enforcement on all active threat situations. The district will coordinate with local law enforcement agencies for regular review of response from immediate armed defenders used to neutralize the threat during an active threat incident. Collaborate with Campus principals on final outcome of each threat assessment.	Safety and Security Coordinator Adrian Reyes Jr.
BCISD constantly reviews camera surveillance systems to identify camera blind spots and addresses these issues as they arise. This surveillance system is also accessible by local law enforcement in the event of an emergency and can view real time footage as the incident is transpiring.	Safety and Security Coordinator Adrian Reyes Jr.

Preparedness Phase	
Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Conduct entry door and classroom door audits by conducting self-audits on weekly basis, document audit. Address any deficiencies found. Report and request any mechanical deficiencies to BCISD maintenance department for correction.	Safety and Security Coordinator Adrian Reyes Jr.
Conduct Standard Response Protocol drills by timely scheduling, conducting and documenting each drill completed. All district staff to include substitute teachers have been given a presentation on Active Shooter protocols. A folder with ‘ilove guys’ protocols, campus maps, and emergency numbers is given to teachers and substitute teachers. BCISD will accommodate and include persons with access and functional needs, and persons in portable buildings.	Superintendent Dr. Maria R. Casas

Preparedness Phase	
Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
Conduct table top exercise / daily monitoring of campuses by assigning campus security officers on a daily basis. Scheduling and conducting table to exercise to include testing of communications infrastructure, BCISD has conducted communication tests with local law enforcement and first responders to ensure communication use on campuses is viable. BCISD has conducted and will continue to conduct walk throughs with local law enforcement and first responders during this school year. Law Enforcement and Emergency Management Office were provided maps, surveillance system access and master keys for all campuses. Knox boxes are being install at all district campus.	Safety and Security Coordinator Adrian Reyes Jr. / Campus Principals
BCISD regularly ensures all surveillance cameras are working. Cameras are essential to incident investigation on campuses. BCISD has installed cameras in blind stops throughout the school year and will continue adding as needed. BCISD audits/tests all entry/exit doors on all campuses to ensure locking mechanism work. If any Doors is found deficient a work order is immediately place to maintenance personnel.	Safety and Security Coordinator Adrian Reyes Jr.
BCISD will continue to test communications infrastructure and surveillance systems. BCISD will continue developing communication scripts that will be used during emergency situations.	Safety and Security Coordinator Adrian Reyes Jr. / Campus Principals
BCISD will continue to train all district staff, teachers (to include substitute teaches) on how to respond to active threat incidents by teaching the SRP, ensuring emergency telephone numbers and campus maps are distributed to them.	Safety and Security Coordinator Adrian Reyes Jr. / Campus Principals
BCISD collaborates with the Brooks County Emergency Management Office to acquire necessary extraordinary resources if needed for all emergency or hazardous incidents, through written memorandums of understanding In collaboration with emergency management officials BCISD will acquire and deploy internal and external resources as needed.	Superintendent Dr. Maria Casas / Safety and Security Coordinator Adrian Reyes Jr. / Campus Principals
BCISD will schedule, and complete required exercises and drills on a timely basis. The exercises and drills will accommodate and include persons with access and functional needs persons in the district campuses, to include persons in portable buildings.	Safety and Security Coordinator Adrian Reyes Jr. / Campus Principals
BCISD will make available on line and class room training offered to law enforcement by TEA, ESC 1 and TxSSC dealing with school district issues such as mental, emotional and social issues that apply to districts. BCISD will coordinate and conduct active threat training that includes members of all the local law enforcement agencies. The district has adopted and implemented a trauma informed care program which is compliant with TEC 38.036, and includes increasing staff and parent awareness of trauma-informed care, implementation of	Superintendent Dr. Maria R. Casas / Safety & Security Coordinator Adrian Reyes Jr.

Preparedness Phase	
Regularly review district readiness for an active threat incident.	
District Actions	Responsible Role
trauma-informed practices and care by district and campus staff.	

Response Phase	
District actions during an active threat incident.	
District Actions	Responsible Role
Use lock down protocol / call 911 / monitor cameras / continuous relaying of information to law enforcement.	Campus Administration and Safety and Security Coordinator Adrian Reyes Jr.
BCISD will inform parents of threat incident via robo cal, school website and social media by using prepared scripts during an active threat. BCISD will liaison and assist Law Enforcement with threat.	Campus Administration and Safety and Security Coordinator Adrian Reyes Jr.
Transport students to reunification designated areas once threat is neutralized. BCISD will activate the COOP as needed in response to an Active Threat incident. Campus administrators will actively monitor that all students on campus are 100% accounted for as soon as possible, to include students and staff in portable buildings.	Campus Principal / Transportation Administrator Martin Cabrera
Unify students with parents. Ensure there is 100% accountability of students and staff. Including those students with access and functional needs. District staff will be assigned to directly assist persons with access and functional needs during an active threat incident, to direct them to the best available refuge area, until more assistance can be acquired. Campus principals will have on hand a complete list of students on their respective campuses to account for students.	Campus Administration and Staff / Superintendent Dr. Maria R. Casas
BCISD will ensure students and staff in portable buildings are safe and secure during active threat incidents by moving them into a safer location if possible.	Campus Administration and Safety and Security Coordinator Adrian Reyes Jr.
BCISD will activate their Emergency Management team to document any hazard related expenses and assess any property or equipment damage during the incident.	Campus Administration and Staff / Superintendent Dr. Maria R. Casas

Recovery Phase	
Return to normal district operations following an active threat incident.	
District Actions	Responsible Role
<p>Assist Law Enforcement with securing any evidence of incident. BCISD facilities management team will initiate a damage assessment of all facilities affected by the Active Threat event. As part of the resumption of district operation following an Active Threat incident the district will plan for challenges that address (but are not limited to) community social and emotional distress from trauma, the use of alternate facilities, increased presence of law enforcement in the district, relaxed or alternate school schedule, increased media presence on and around campuses.</p>	<p>Campus Administration and Safety and Security Coordinator Adrian Reyes Jr</p>
<p>Inform public that school campus is safe. BCISD will use prepared scripts to communicate timely with the entire community for the affected campuses.</p>	<p>Superintendent Dr. Maria R. Casas</p>
<p>Conduct Counseling with all students and staff affected BCISD will imitate psychological support services, including trauma and grief informed care for the entire population affected campuses. BCISD will deploy internal and external psychological supports resources needed.</p>	<p>District wide counselors / Superintendent Dr. Maria R. Casas</p>
<p>Conduct After Action meeting / lessons learned / budget analysis. The BCISD Business and Financial Department will track any expenses acquired throughout the incident. The district facilities management team will evaluate repair/remodeling/rebuilding needs associated with the recovery of the incident and will develop a plan for long term recovery actions. BCISD will initiate an improvement plan to address how the district will ensure their actions during a hazard will be effective. Once improvement plan is introduced the district will ensure the plan addresses all improvements recommended.</p>	<p>Campus Administration, Superintendent Dr. Maria R. Casas and Safety and Security Coordinator Adrian Reyes Jr</p>

Section 5 – Resources

5.1 Acronyms

BCISD	Brooks County Independent School District
ICS	Incident Command System

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.