

**Brooks County Independent School District**  
**Active Shooter Appendix to**  
**the Active Threat Annex**



**June 30, 2022**

## Purpose and Scope

### **Purpose**

This Active Shooter Appendix is being written to direct the specific district tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area. **This appendix is intended to serve as the Brooks County ISD's active shooter policy, in accordance with Texas Education Code 37.108.**

### **Scope**

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

## Specific Tasks Taken Before, During, and After an Incident

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floorplans should clearly identify the locations of lifesaving resources.	Safety & Security Coordinator Adrian Reyes Jr./Campus Administrator
Train all staff (to include substitute teachers) in lifesaving techniques, including the use of bleeding control kits. BCISD presented Active Shooter Presentation and Stop the Bleed prior to 2022-2023 school year.	Campus Nurse/Safety & Security Coordinator Adrian Reyes Jr.
<p>Train staff (to include substitute teachers) on how to administer all actions for the Standard Response Protocol (SRP).</p> <ul style="list-style-type: none"> <li>• During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision.</li> <li>• Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for noninstructional facilities, such as stadiums, administration buildings, etc.</li> <li>• BCISD uses the “loveguys Standard Response Protocol for all district campuses.</li> <li>• BCISD issues out folders to teachers and substitute teachers with SRP, campus evacuation maps and emergency contact telephone numbers to use in the event of an incident</li> </ul>	Campus Safety and Security Coordinator Adrian Reyes Jr./ Campus Principals
Train district and campus administration on the Incident Command System (ICS), including the concept of Unified Command.	Online FEMA Courses / Safety and Security Team
Train staff on how to find and use critical campus response resources such as bleeding control kits and two-way radios.	Online FEMA Courses / Safety and Security Team
Train staff to notify first responders of an attacker by using multiple communication options.	Safety and Security Coordinator Adrian Reyes Jr. / Campus Administrator
Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.	Safety and Security Coordinator Adrian Reyes Jr.
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students.	Safety & Security Coordinator Adrian Reyes Jr. / Campus

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
<ul style="list-style-type: none"> <li>• Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale attacker exercises (without live fire).</li> <li>• Consider designing drills and exercises for after-hour and extracurricular activities.</li> </ul>	Administrators / Safety and Security Team
Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.	Campus Administrators / Safety and Security Coordinator Adrian Reyes Jr.
Empower all staff (to include substitute teachers) members to initiate SRP actions. Include this concept in drills and exercises.	Campus Administrators / Safety & Security Coordinator Adrian Reyes Jr.
Assign two-way communication devices (e.g., radios, cell phones, etc.) to administrators and ensure that each major interior and exterior area has these devices.	District Administrators
Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by district staff and first responders.	Campus Administrator
Establish primary and secondary evacuation sites. Incorporate these into drills and exercises.	Safety and Security Coordinator Adrian Reyes Jr.
Install and test panic button(s) at regular intervals. Include any staff members who would be in proximity to the panic alarm during an attack. <ul style="list-style-type: none"> <li>• Place panic buttons in a space that encourages legitimate use and discourages false alarms. Consider wearable panic buttons.</li> <li>• Notify first responder agencies before testing panic buttons.</li> <li>• Ensure that both first responders and district administrators receive alerts from panic buttons.</li> </ul>	District Maintenance Supervisor Martin Cabrera / Safety and Security Coordinator Adrian Reyes Jr.
Ensure that persons with access and functional needs have equal access to safety.	Campus Administrators
Meet with law enforcement to identify additional or unique resources that might be needed during and after an attack.	Safety And Security Coordinator Adrian Reyes Jr./ Campus Principals
Provide opportunities for police, fire, and EMS to become familiar with district facilities. <ul style="list-style-type: none"> <li>• Host first responder tours on a regular basis.</li> <li>• Encourage law enforcement training on school campuses.</li> </ul>	Campus Administrators / Safety and Security Team

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
<ul style="list-style-type: none"> <li>BCISD has an open lunch invitation to all Law Enforcement and First Responders so that they can visit any campus to familiarize themselves with the campus.</li> </ul>	
<p>Provide first responders with access and navigation aids such as the following:</p> <ul style="list-style-type: none"> <li>Offsite access to your video surveillance camera system.</li> <li>Digital floor plans.</li> <li>Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards.</li> </ul>	<p>Safety and Security Coordinator Adrian Reyes Jr.</p>
<p>Encourage, celebrate, and advertise positive police relationships with staff and students. Consider the following:</p> <ul style="list-style-type: none"> <li>Lunch visits with students.</li> <li>Using police officers as mentors and reading buddies.</li> <li>Using police officers for class chats about safety.</li> <li>Establish report writing spaces for police officer use while on patrol.</li> <li>Invite law enforcement to attend and conduct informative sessions during parent–teacher association meetings and activities to develop and foster relationships with parents.</li> </ul>	<p>Superintendent Dr. Maria Casas / District and Campus Administrators</p>
<p>Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities.</p>	<p>Superintendent Dr. Maria Casas / Campus Administrators</p>
<p>Designate and train multiple users on how to access mass notification systems and scripts. Empower users to send appropriate messaging using a protocol if necessary.</p>	<p>Superintendent Dr. Maria R. Casas / Campus Administrators</p>
<p>Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following:</p> <ul style="list-style-type: none"> <li>Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology.</li> <li>Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by district administrators and emergency response agencies.</li> <li>Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed.</li> </ul>	<p>Safety and Security Coordinator Adrian Reyes Jr. / Maintenance Supervisor Martin Cabrera</p>

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
<ul style="list-style-type: none"> <li>Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies.</li> </ul>	
<p>Enforce and celebrate district safety and security policies. Ensure that administrators support practices that create a security-minded culture.</p> <ul style="list-style-type: none"> <li>Conduct a staff and student orientation session on district safety and security measures and stress the importance of maintaining security.</li> <li>Support an environment that celebrates the reporting of suspicious activity by policy and practice.</li> </ul>	<p>Superintendent Dr. Maria Casas / Campus Administrators / Safety and Security Team</p>
<p>Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.</p>	<p>Maintenance Supervisor Martin Cabrera / Campus Administrator / Safety and Security Team</p>
<p>Determine which armed defenders (ISD Security Officers, School Resource Officer) will be your first line of defense against an attacker.</p> <ul style="list-style-type: none"> <li>Ensure that armed defenders meet regularly with local law enforcement officers who would be responding to an attacker.</li> <li>Ensure that armed defenders train with local police officers at intervals that are decided between district and local law enforcement.</li> <li>Ensure that armed defenders can be readily identified by staff members and emergency responders during an attacker incident.</li> <li>Before the end of the summer session, consult with local law enforcement to evaluate the feasibility of having armed defenders on campus. Develop and implement policies and procedures that help establish and maintain a viable armed defender program.</li> </ul>	<p>Safety and Security Coordinator Adrian Reyes Jr.</p>
<p>Secure and review written agreements for the use of non-district resources that may be needed for an attacker incident, such as, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Assistance with offsite evacuation and transportation needs</li> <li>Support for food services</li> <li>Classroom space needed after an incident</li> <li>Additional law enforcement support following resumption of campus activities</li> <li>Additional psychological support services</li> </ul>	<p>Superintendent Dr. Maria Casas / District Administrators</p>
<p>Ensure that the School Behavioral Threat Assessment Team convenes in a timely manner to discuss concerning and prohibited behavior.</p>	<p>Safety and Security Coordinator Adrian Reyes Jr.</p>

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
<ul style="list-style-type: none"> <li>Ensure that the School Behavioral Threat Assessment Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors.</li> </ul>	
At a minimum, provide suicide prevention and trauma-informed care training to required staff members (to include substitute teachers).	Superintendent Dr. Maria Casas / Campus Administrators

<b>During an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Call for help using redundant communications systems.	SRO / Safety & Security Coordinator Adrian Reyes Jr. / Campus Administrators
Decide on SRP action. <ul style="list-style-type: none"> <li>Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place.</li> <li>Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building.</li> <li>Secure (Lockout) is followed by the Directive: “Get Inside, Lock Outside Doors” and is the protocol used to safeguard people within the building.</li> <li>Encourage staff members who are supervising student activities outside the building to make the best decisions for their students.</li> </ul>	Campus Administrators / Safety and Security Coordinator Adrian Reyes Jr.
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system. <ul style="list-style-type: none"> <li>Lockdown: “Locks, Lights, Out of Sight”</li> <li>Evacuate: “Evacuate to [identify specific place]”</li> <li>Secure (Lockout): “Get inside. Lock Outside Doors.”</li> </ul>	Campus Administrators
Follow directions from law enforcement. Wait for law enforcement direction before leaving secured areas.	Campus Administrators / Safety and Security Team
Use a simple response protocol, such as CRASE, when necessary. Avoid, Deny, Defend against Attackers.	Campus Administrators / Safety and Security Coordinator Adrian Reyes Jr.

<b>During an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Begin to account for all staff, students, and visitors.	Campus Administrators
Inform your community of the current threat and status of the incident. <ul style="list-style-type: none"> <li>• Coordinate public information activities with local response agencies. Conduct joint briefings when possible.</li> <li>• Send a timely message to the community using prepared scripts from your Communications Annex.</li> <li>• Develop and publish a schedule for when and where authorized officials will provide incident updates.</li> </ul>	Superintendent Dr. Maria R. Casas / Campus Administrators
If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the district continues to perform essential functions.	Superintendent Dr. Maria R. Casas / Campus Administrators

<b>After an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Perform an incident debriefing (hotwash) while staff and responders are still on scene.	Superintendent Dr. Maria R. Casas / / District Administrators / Safety and Security Team
Account for all personnel.	Superintendent Dr. Maia R. Casas / Campus Administrators
Reunite children with parents using your Reunification Annex.	Campus Administrators
Schedule and conduct an AAR session for staff and responders to discuss what went well and what needs to improve ASAP.	Safety and Security Coordinator Adrian Reyes Jr.
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR. <ul style="list-style-type: none"> <li>• Assign specific tasks to ensure accountability.</li> <li>• Incorporate changes into future drills and exercises.</li> </ul>	Superintendent Dr. Maria R. Casas / Campus Administrators / Safety and Security Team
Activate your damage assessment team to identify replacement and repair needs. <ul style="list-style-type: none"> <li>• Consult and involve your city or county Emergency Management Coordinator.</li> </ul>	Superintendent Dr. Maria R. Casas / District Administrators



<b>After an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
<ul style="list-style-type: none"> <li>Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.</li> </ul>	
Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.	Superintendent Dr. Maria R. Casas / District Administrators /
<p>Assess the trauma-informed and grief-informed care needs of the district community after an attacker incident and provide appropriate mental health resources.</p> <ul style="list-style-type: none"> <li>Call on neighboring districts and third-party providers to assist with resources needed for the initial return to school.</li> <li>Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the district community.</li> <li>Reintroduce staff and students to school carefully after repairs have been made. (As may be applicable)</li> </ul>	Superintendent Dr. Maria R. Casas / District Administrators
Provide a visible security presence as staff and students transition back to school.	Superintendent Dr. Maria R. Casas / District Administrators / Safety & Security Coordinator Adrian Reyes Jr.
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	Superintendent Dr. Maria R. Casas / District Administrators / Safety & Security Coordinator Adrian Reyes Jr.

## Resources

### Acronyms

AAR	After-Action Review
CRASE	Civilian Response to Active Shooter Events
SRP	Standard Response Protocol
TCOLE	Texas Commission on Law Enforcement

### Definitions

**After-Action Review:** An AAR will be conducted by the district following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.

**Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.

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

**Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.

**School Behavioral Threat Assessment Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, coaches, and available school resource officers, who will direct, manage, and document the threat assessment process.

**School Guardian:** A school board may adopt a local policy that authorizes the designation of specified employees who are authorized to carry firearms on school premises.

**School Marshal:** State law (TEC 37.0811) allows a school district or charter school to appoint one or more specially trained and licensed employees as school marshals. The appointment must be made by the board of trustees, and the Marshal must have the appropriate licensing and certification by the Texas Commission on Law Enforcement. Information on the School Marshal Program can be found on the TCOLE website.

**Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions [Secure (Lockout), Lockdown, Evacuate, Shelter, and Hold] in a school setting.

**Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.