

Donna Independent School District

2021-2022

**Emergency Operations Plan for School
Facility**



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Acting Superintendent of
Schools

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Emergency Contacts

1. Donna ISD Administration Office (956) 464-1600
2. Donna ISD Safety & Risk Management (956) 461-4350
3. Donna ISD Police Department (956) 464-1735
4. City of Donna Fire Department 911/(956) 464-4481
5. City of Donna Police Department 911/(956) 464-4481
6. Hidalgo County Sheriff Department (956) 383-8114
7. Texas Department of Public Safety (956) 565-7200
8. Texas Department of Transportation (956) 702-6250
9. Hidalgo County Emergency Management (956) 318-2615
10. City of Donna Emergency Management (956) 464-3314
11. Hidalgo County Health and Human Services (956) 383-6221
12. Tropical Texas Behavioral Health (956) 520-8800
13. American Red Cross (956) 423-0523
14. Texas Poison Control Network 1-800-222-1222
15. Hidalgo County Animal Control (956) 383-0111

Campus Emergency Response Team

Purpose: Readiness begins with a core team dedicated to ensuring the safety of students and staff. Select staff members willing to lead and have the cross-functional expertise are needed to execute the plan. There are roles and actions that are important in an emergency. These actions should be prioritized in the following manner:

1. Take actions that save lives and prevent the situation from expanding
2. Safeguard property
3. Protect the crime scene (if applicable)
4. Restore normal operations

Directions: Identify the members of the planning team. Each team member should include his or her cell phone number, cell phone provider (for text notification), and email address. Not all positions may be applicable to your campus.

Campus Position	Name	Cell Phone Number	Email Address	Comments
Principal	_____	_____	_____	_____
Assistant Principal	_____	_____	_____	_____
Assistant Principal	_____	_____	_____	_____
Assistant Principal	_____	_____	_____	_____
EOP Coordinator	_____	_____	_____	_____
Nurse	_____	_____	_____	_____
Counselor	_____	_____	_____	_____
Lead Custodian	_____	_____	_____	_____
Security Staff	_____	_____	_____	_____
Other	_____	_____	_____	_____

First responder review:

If you do not have a district police officer assigned to your campus, review your plan with a Donna ISD Police Department representative.

EOP Compliance Due Dates

Purpose: Develop campus systems to ensure readiness.

Guidelines: Understand compulsory emergency readiness activities and reporting in accordance with Texas Education Code (TEC) 37.108, 37, TEC 34.0021, and Board Policy CKC (Local).

A printed copy of this EOP SHALL be kept in the front office, and able to be retrieved by staff at all times.

2021 - 2022 Event or Milestone	Documentation	Due Date <i>(Not Later Than)</i>
Basic Structure of Emergency Operations Plan (EOP) completed	Submit EOP to Safety and Risk Management via email	November 5, 2021
Preparedness Training and Emergency Equipment documents completed	Submit as part of updated EOP to Safety and Risk Management via email	November 5, 2021
Complete at least two of the following: Site Evacuation Drill, Lockdown Drill, or Shelter-In-Place Drill	Document both on the Emergency Drill Log and submit to Safety and Risk Management via email	June 24, 2022
Complete at least one fire drill for each month in the school year	Document on fire drill log and submit to Safety and Risk Management via email	June 24, 2022

The Emergency Operations Committee should plan Fire and Emergency Preparedness Drill dates as soon as possible. Establish back-up drill dates in case postponement is required.

DO NOT WAIT UNTIL THE LAST MINUTE TO CONDUCT DRILLS!

- **Establish drill dates**
- **Stick to the drill dates**
- **Educate faculty, students, and staff regarding drill procedures**

I. INTRODUCTION

A. Purpose of the Plan

The purpose of the Donna ISD Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Donna ISD and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Donna ISD has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The plan outlines an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Staff has been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines.

Lastly, developing, maintaining, and exercising the EOP increases Donna ISD's legal protection. Districts without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

B. Scope of the Plan

The Donna ISD Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

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1. Definitions

Incident: An incident is an occurrence — natural, technological, or human-caused that requires a response to protect life or property. The principal/building administrator, school police officer or a member from the Donna ISD Emergency Management Team shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

Natural Hazards: Threats from a naturally occurring event (e.g. earthquake, floods, etc.)

Technological Hazards: Threats from events such as hazardous materials accidents, nuclear power plant failures, power outages, dam breaks data or computer system failures, etc.

Human-Caused Hazards: Threats from students or external sources activities including school violence, kidnapping, theft, bullying or other criminal acts.

C. Situation Overview/Hazard Analysis Summary

1. Population

a. General Population

Donna ISD's current enrollment is approximately 15,000 students and approximately 2,500 employees located in 22 educational facilities and/or 5 support facilities.

Each campus is required to maintain current student enrollment data and count of staff members using the following categories: Administration, Teachers and Other Professionals, Office Support Staff, Instructional Assistants, Custodial Staff, Child Nutrition Staff, Police Officers, Security Staff

b. Special Needs Population

Donna ISD is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,

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- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies)

Each campus is required to have a list of students and staff with special needs and a list of staff members that have been trained and assigned to assist the special needs population during drills, exercises and incidents. The list should be updated on a monthly basis.

2. Building Information

Donna ISD facilities includes 22 educational facilities, 5 support facilities and 1 stadium.

A map of the buildings with evacuation routes, fire alarm pull stations, fire hydrants, fire extinguishers, and utility shutoffs must be available at each facility. All staff members are required to know these locations.

3. Hazard Analysis Summary

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

In 2010 and 2017 a Safety Audit was conducted to identify any circumstances in the school or near campuses that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The table below provides a list of Donna ISD's high priority hazards. Standard Response Protocols provide unique procedures, roles and responsibilities that apply to each specific threat or hazard.

Table 1: High Priority Threats or Hazards

Chemical
Intruder
Power Outage
Bus Accident

High priority threats and/or hazards have been identified for each campus. Standard Response Protocols for specific hazards and threats should be implemented at each campus.

4. Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Donna ISD fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. Donna ISD is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school. In addition, Donna ISD requires all adults to display identification badges.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Donna ISD has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

D. Planning Assumptions and Limitations

1. Planning Assumptions

Stating the planning assumptions allows Donna ISD to deviate from the plan if certain assumptions prove not to be true during operations. District EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, water main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.

- There may be a number of injuries of varying degrees of seriousness to staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious 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.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident related losses.
- Maintaining the EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the District's readiness to respond to incidents.

2. Limitations

It is the policy of Donna ISD that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Donna ISD can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or

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property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Donna ISD participates in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.

Donna ISD recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

Donna ISD works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). All staff who assume roles described in this plan will receive ICS-IOO training. ICS-IOO is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
- Complete NIMS awareness course IS-700: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute. All persons assuming roles described in this plan or will take the IS-700 course.
- Participate in local government's preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans.
- *All campus administrators and designated emergency response team members must complete ICS 100 and IS 700.*

B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, Donna ISD may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used in all phases of incident management, including pre-incident activities, response, and recovery.]

The Incident Commander at Donna ISD will be delegated the authority to direct all incident activities within the District's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the principal or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

C. Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff are expected to take charge and manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The principal or his/her designee is responsible for activating the EOP, including common and specialized procedures as well as hazard-specific incident plans. The principal or designee will assign an Incident Commander based on who is most qualified for that type of incident.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes a list of the kinds of tasks to be performed by position and organization and an overview of who does what.

The principal and assistant principals are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that the EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. Principal/Building Administrator

The principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the overall responsibility for the overall safety of students and staff: However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the superintendent's office and the Incident Commander.

B. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuate, Reverse Evacuate, Secure (Lockout), Lockdown, etc.), as described more fully in Standard Response Protocols.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

C. Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.

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- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary.

D. Instructional Assistants

- Responsibilities include assisting teachers as directed.

E. Counselors, Social Workers, and Psychologists

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site. Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

F. School Nurses/Health Assistants

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

G. Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.

H. School Secretary/Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.

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- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

I. Food Service/Cafeteria Workers

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

J. Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

K. Other Staff (e.g., Itinerant Staff, Substitute Teachers)

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

L. Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

M. Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.

- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

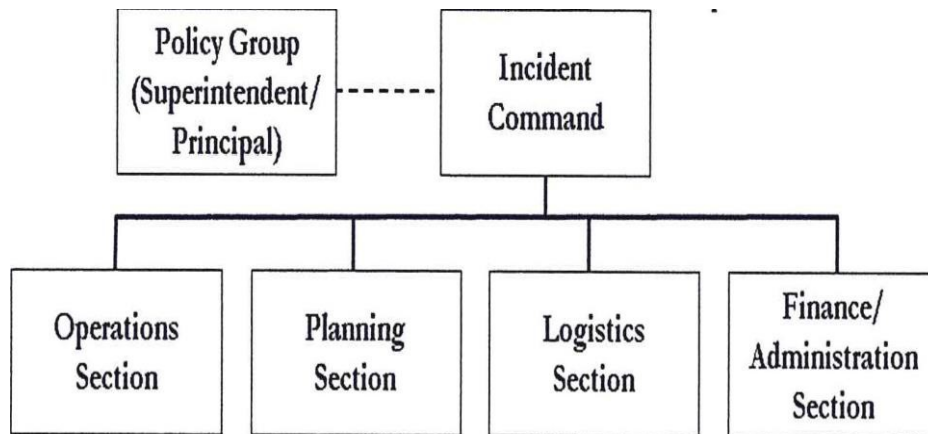
IV. DIRECTION, CONTROL, AND COORDINATION

A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

Incident Management Team



(Policy Group provides strategic guidance and resource support. Incident Command establishes incident objectives and directs all response actions. Operations Section implements all response/tactical actions to achieve the incident objectives. Planning, Logistics and Finance Sections are activated only as needed to support the incident response directed by the Operations Section.

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- 1. Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group. School-related responsibilities and duties include:
 - Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
 - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
 - Coordinate media relations and information dissemination with the principal.
 - Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- 2. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander and assist in securing facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

As needed, the types of Strike Teams described in the following table may be established within the Operations Section.

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Operations Section Teams

Strike Team	Potential Responsibilities
Search & Rescue Team	<p>Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:</p> <ul style="list-style-type: none"> ▪ Identifying and marking unsafe areas. ▪ Conducting initial damage assessment. ▪ Obtaining injury and missing student reports from teachers.
First Aid Team	<p>First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:</p> <ul style="list-style-type: none"> ▪ Setting up first aid area for students. ▪ Assessing and treating injuries. ▪ Completing master injury report. <p>Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.</p>
Evacuation/ Shelter/Care Team	<p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> ▪ Accounting for the whereabouts of all students, staff, and volunteers. ▪ Setting up a secure assembly area. ▪ Managing sheltering and sanitation operations. ▪ Managing student feeding and hydration. ▪ Coordinating with the Student Release Team. ▪ Coordinating with the Logistics Section to secure the needed space and supplies.
Facility & Security Response Team	<p>The Facility & Security Response Team is responsible for:</p> <ul style="list-style-type: none"> ▪ Locating all utilities and turning them off, if necessary. ▪ Securing and isolating fire/HazMat. ▪ Assessing and notifying officials of fire/HazMat. ▪ Conducting perimeter control.

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Crisis Intervention Team	<p>The Crisis Intervention Team is responsible for:</p> <ul style="list-style-type: none"> ▪ Assessing need for onsite mental health support. ▪ Determining need for outside agency assistance. ▪ Providing onsite intervention/counseling. ▪ Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.
Student Release Team	<p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:</p> <ul style="list-style-type: none"> ▪ Setting up secure reunion area. ▪ Checking student emergency cards for authorized releases. ▪ Completing release logs. ▪ Coordinating with the Public Information Officer on external Messages.

3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (Including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.

4. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident. Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.

Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arrange contracts for services,

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time keeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses and secure all records.

This section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

B. Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will be convened at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally.

C. Coordination with First Responders

An important component of the EOP is a set of interagency agreements with various city, county, state and federal agencies to aid timely communication. These agreements help coordinate services between the agencies and Donna ISD. Various agencies and services include mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

E. Source and Use of Resources

Donna ISD will use its own resources and equipment to respond to incidents until incident response personnel arrive.

V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines Donna ISD's communications plan and supports its mission to provide clear,

effective internal and external communication between the school, staff, students, parents, responders, and media.

A. Internal Communications

1. Communication between Staff Members

Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).
- Morning Faculty Meeting: As appropriate, updated information about an incident should be presented at a morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events should be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

2. Communication with the School District Office

The Incident Commander and/or Principal will notify the District Emergency Management Team of the school's status/needs. The District Emergency Management Team will notify all first responders and other agencies of the status of all district schools. Communication between campus principals and members of the Emergency Response Team will continue through the recovery phase.

B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Donna ISD about the incident, what is being done about it, and the safety of the children and staff.

1. Communication with Parents

- Before an incident occurs, Donna ISD will:
 - ❖ Develop a relationship with parents so that they trust and know how to access alerts and incident information.
 - ❖ Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information should be included in the school newsletter and a presentation delivered at Back to School.
 - ❖ Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.

- ❖ Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, Donna ISD will:
 - ❖ Disseminate information via the District’s messaging system, local news media, and social media to inform parents about exactly what is known to have happened.
 - ❖ Implement the plan to manage phone calls and parents who arrive at school.
 - ❖ Describe how the school and school district are handling the situation. Provide information regarding possible reactions of their children and ways to talk with them.
 - ❖ Provide a phone number or website address where parents can receive updated incident information.
 - ❖ Inform parents and students when and where school will resume.

2. Communication with the Media: all communications with media will be handled by the Superintendent of Schools or the District’s designated spokesperson.

3. Handling Rumors

- In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Donna ISD will:
 - ❖ Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
 - ❖ Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
 - ❖ Designate and brief personnel answering calls to help control misinformation.
 - ❖ Conduct briefings for community representatives directly associated with the school.
 - ❖ Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

4. Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.

5. Communication after an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

C. Communication Tools

Some common internal and external communication tools that Donna ISD may use include the following:

- Standard telephone: Donna ISD has designated a school telephone number for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.
- Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to staff in route to or from a site.
- Intercom systems: The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- Bullhorns and megaphones: A battery-powered bullhorn is part of the school's emergency kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- Two-way radio: Two-way radios provide a reliable method of communication between rooms and buildings at a single site.
- Computers: A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
- Fax machines: Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- Alarm systems: Bells or buzzers are in place and sound in different ways to signal different types of incidents — for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- Whistles: Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Agreements and Contracts

If school resources prove to be inadequate during an incident, Donna ISD will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized

school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those agreements.

B. Recordkeeping

1. Administrative Controls

Donna ISD 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 the established local fiscal policies and standard cost accounting procedures.

2. Activity Logs

The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

C. Incident Costs

1. Incident Costs

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially 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.

D. Preservation of Records

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

The District Emergency Management Team is responsible for the overall maintenance and revision of the Donna ISD EOP and is responsible for coordinating training and exercising the School EOP.

The Superintendent is responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers' approval and suggestions will also be requested.

A. Approval and Dissemination of the Plan

The Superintendent along with the District Emergency Management Team will disseminate the plan following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval
- Distribute the Plan

1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the date of the change and the name of the person who made the change.

2. Record of Distribution

Copies of plans will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. District Emergency Management Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

B. Plan Review and Updates

The plan will be reviewed annually by the District Emergency Management Team, emergency management agencies, and others deemed appropriate by school administration. The EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

C. Training and Exercising the Plan

Donna ISD understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The District Emergency Management Team will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Basic training and refresher training sessions will be conducted during in-service days of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory EOP training will include:

- Hazard and incident awareness training.
- Orientation to the EOP.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA's Emergency Management Institute Web site.

Additional training will include drills and tabletop exercises. Exercises will occur at least once per school year. Records of the training provided including date(s), type of training, and participant roster will be maintained.

Each campus must conduct the following drills: one fire drill each month that has 10 or more instructional days (as per State Fire Marshal's Office mandate, TEA Gov Code 61.1036 Section 3F), 2 Secure (Lockout) and 2 lockdown drills per year. Additional drills will be conducted in coordination with school police and the District Emergency Management Team.

Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Donna ISD staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event.

Fire Exit Drill Log

Please complete this form and keep it in your school district records for three years.

SCHOOL NAME			SCHOOL DISTRICT			SCHOOL YEAR 2020-21		
PHYSICAL ADDRESS						ZIP CODE+4		
PHONE NUMBER ()		CITY		COUNTY		DISTRICT ID #		CAMPUS ID #
Name of Fire Department serving school campus								

Please mark an **X** in each appropriate box to show the grade levels in your school.

Sp.Ed.	ECE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12

Fire Exit Drill Information

School Fire Drills are required by local fire code adoption or, in areas without codes, the fire inspection rules of the State Fire Marshal.

DATE OF EXIT DRILLS <small>Please mark an X in each appropriate box to show that a fire drill took place.</small>	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY

Fire Safety Education

Fire safety education should include items such as home escape plans, kitchen safety, monthly smoke detector checks, etc. Lessons may be found in *Fire Safety for Texans* curriculum guides at www.tdi.texas.gov/fire.

The percentage of students participating in age-appropriate Fire Safety Education during the school year is: _____ %

Certification

I certify that the above information is correct.

SCHOOL ADMIN.	SIGNATURE: _____	Title _____
	Type or Print Name _____	Date _____

Preparation of this form is mandated by the Texas Insurance Commissioner through the adoption of the "Fire Suppression Rating Schedule." This schedule enumerates specific credit points used in calculating local insurance rates. A minimum of nine (9) drills is needed, one (1) per month for each month having 10 school days or more to achieve full credit for fire drills. If you have questions on fire drills, contact your local fire official. For more information about fire exit drill requirements in Texas, go to <http://www.tdi.texas.gov/fire/fmschl.html>.

Information solicited in this form will be combined with that of other schools served by specific fire departments and used to calculate insurance rates for your community. In addition to the enhancement to student safety that comes from holding regular fire exit drills and by providing fire prevention education, the residents in your community may benefit from lower insurance rates. Questions relating to this form may be directed to the State Fire Marshal's Office by E-mail to fire.marshall@tdi.texas.gov. Please do not send forms to the State Fire Marshal.

CAMPUS EMERGENCY DRILL LOG

School Name: _____ Date: _____

Please complete at least two of the following by June 25, 2021: Site Evacuation Drill, Lockdown Drill, or Shelter-In-Place Drill.

Directions: Following completion of the drill, fill in the information below for campus record keeping. After completing all drills for the school year, you will complete this form and submit it via email to Safety and Risk Management.

PLEASE NOTE: Do Not Include Fire Drills on This Form!							
Approved Drills:		Date Drill Performed		Type of Drill Performed			
• Site Evacuation							
• Lockdown							
• Shelter-In-Place							
After-Action Report 1				After-Action Report 2			
Start time of Drill		End time of Drill		Start time of Drill		End time of Drill	
Number of participants				Number of participants			
Time required to accomplish drill				Time required to accomplish drill			
Areas to Improve				Areas to Improve			
After-Action Report 3				After-Action Report 4			
Start time of Drill		End time of Drill		Start time of Drill		End time of Drill	
Number of participants				Number of participants			
Time required to accomplish drill				Time required to accomplish drill			
Areas to Improve				Areas to Improve			

KEY INCIDENT RESPONSE ROLES AND RESPONSIBILITIES

The school emergency operations plan (EOP) should include definitions of key roles and responsibilities for incident response. Incident response roles are filled based on the event or incident and which organization has the authority and expertise to manage the response. Therefore, response positions may be filled with school personnel and/or first responders.

Senior Executive/Policy Group: Superintendent of Schools

Role	
<ul style="list-style-type: none"> ▪ Provide policy guidance on priorities and objectives based on situational needs and the school EOP. Oversee resource coordination and support to the Incident Commander. <p>In complex incidents, a policy or multiagency coordination group may be convened to:</p> <ul style="list-style-type: none"> ▪ Establish priorities for incidents. ▪ Identify and resolve issues common to all groups responding to the incident. ▪ Develop procedures to implement decisions. ▪ Keep elected officials and other executives informed of the situation and decisions. ▪ Inform response partners and decisions. ▪ Provide factual information, both internally and externally. 	<ul style="list-style-type: none"> ▪ Completion of ICS Training ▪ Authority to set policy and commit resources. <ul style="list-style-type: none"> ▪ Interface with other agencies. ▪ Be responsive to incident command need and stakeholder concerns.

Incident Commander: Chief of Police or person with authority who can take control of the scene

Role	
<ul style="list-style-type: none"> • Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident 	<ul style="list-style-type: none"> ▪ Past experience as an incident responder. ▪ Completion of ICS training. ▪ Balance response initiatives with safety concerns. ▪ Motivate responders. ▪ Communicate clear directions. ▪ Size up the situation and make rapid decisions. ▪ Assess the effectiveness of tactics/strategies. ▪ Be flexible and modify plans as needed.

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Public Information Officer

Role	
Serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.	<ul style="list-style-type: none"> ▪ Media relations training/experience. ▪ Authority as designated spokesperson. ▪ Ability to maintain grace under fire. ▪ Completion of ICS training.

Liaison Officer: Custodial Director or Designee

Role	
Serves as the primary contact for supporting agencies assisting at an incident.	<ul style="list-style-type: none"> ▪ Ability to represent the concerns and needs of all parties involved in a response. ▪ Completion of ICS training.

Operations Section: Chief of Police or Designee

Role	
Establishes the tactics to meet the incident objectives and directs all operational resources.	<ul style="list-style-type: none"> ▪ Past experience as incident responder. ▪ Completion of ICS training. ▪ Size up the situation and make rapid decisions. ▪ Communicate clear directions. ▪ Balance response initiatives with safety concerns. ▪ Assess the effectiveness of tactics/strategies. ▪ Be flexible and modify plans as necessary.

Planning Section Chief: Safety and Risk Management Director and Liaison Officer

Role	
Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.	<ul style="list-style-type: none"> ▪ Completion of ICS training. ▪ Organize and analyze information. ▪ Write clear, accurate documents. ▪ Interpret diagrams and maps. ▪ Develop and present briefings. ▪ Use computer-based applications including databases and spreadsheets. ▪ Direct others in a crisis.

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Logistics Section Chief: Assistant Superintendent for Support Services

Role	
Provides resources and needed services to support the achievement of the incident objectives.	<ul style="list-style-type: none">▪ Completion of ICS training.▪ Knowledge of school logistics (food services, sheltering, transportation, etc.).▪ Organize and prioritize resource requests.▪ Anticipate and plan for resource needs.▪ Maintain records and documentation.▪ Track resource requests.▪ Solve resource problems creatively.▪ Communicate effectively orally and in writing.▪ Direct others in a crisis.

Finance/Administration Section Chief: Chief Financial Officer

Role	
<ul style="list-style-type: none">▪ Monitors costs related to the incident.▪ Provides accounting, procurement, time recording, and cost analyses.	<ul style="list-style-type: none">▪ Completion of ICS training.▪ Keep accurate accounting records.▪ Purchase/contract for needed resources.▪ Communicate effectively orally and in writing.▪ Direct others in a crisis.

CONTINUITY OF OPERATIONS (COOP) PROCEDURES

I. Purpose

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

II. Scope

It is the responsibility of Donna ISD officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Donna ISD relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recovery following an incident.

III. Responsibilities

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections.

Designated school staff COOP procedures personnel, in conjunction with the principal, will perform the essential functions listed in the table below.

Incident Commander/Superintendent	<ul style="list-style-type: none">▪ Determine when to close schools, and/or send students/staff to alternate locations.▪ Identify a line of succession, including who is responsible for restoring which business functions for schools/districts▪ Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.▪ Implement additional response and recovery activities according to established protocols.
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Donna ISD Emergency Operations Plan

<p>Principal, Campus Administrators</p>	<ul style="list-style-type: none"> ▪ Disseminate information internally to students and staff. ▪ Communicate with parents and the larger school community. ▪ Identify relocation areas for classrooms and administrative operations. ▪ Create a system for registering students (out of district or into alternative schools). ▪ Brief and train staff regarding their additional responsibilities. ▪ Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations. ▪ Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests).
<p>Custodial Staff/Maintenance</p>	<ul style="list-style-type: none"> ▪ Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or re-landscaping).
<p>Secretary/Office Staff</p>	<ul style="list-style-type: none"> ▪ Maintain inventory. ▪ Maintain essential records ▪ Ensure redundancy of records is kept at a different physical location. ▪ Secure classroom equipment, books, and materials in advance. ▪ Retrieve, collect, and maintain personnel data.
<p>Counselors, Social Workers and School Nurses</p>	<ul style="list-style-type: none"> ▪ Establish academic and support services for students and staff. ▪ Implement additional response and recovery activities according to established protocols.
<p>Food Service/CNP Staff</p>	<ul style="list-style-type: none"> ▪ Determine how food services will resume

To implement the COOP procedures:

- All core COOP procedures personnel as well as senior staff will undergo annual training on executing the COOP procedures. Training will be designed to inform

each participant of his/her responsibilities (and those of others) during implementation of COOP procedures.

IV. PROCEDURES

The following procedures will be followed by staff to assist in the execution of essential functions and the day-to-day operations.

A. Activation and Relocation

The Incident Commander and Superintendent will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. The activation may occur with or without warning. The Incident Commander or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation.

B. Alert, Notification, and Implementation Process

Each Campus Emergency Operations Planning Team member will be part of the telephone tree used to notify employees of COOP procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

C. Relocation Sites

Relocation sites have been identified as locations to establish management and to implement essential functions if warranted by an incident. Each school site will have more than one potential relocation site.

D. Reconstitution

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

Levels of Emergencies

The Donna ISD Emergency Operations Plan is designed to provide guidelines for responding to a variety of incidents and emergencies that affect the District. Not all emergencies require the same degree of response, and each incident will be evaluated on a case-by-case basis.

Level 1 (minor emergency)—A campus or facility emergency with limited impact that does not affect the overall operation and function of the campus or facility. Examples would include temporary limited utility failure, minor chemical hazard or temporary Secure (lockout). A minor emergency will not normally entail activation of the District Emergency Management Response Team except through routine communications.

Level 2 (major emergency)—A campus or facility emergency that has disrupted or potentially may disrupt significant operation of the campus or facility or adversely impact a major population of the community. Examples include serious crimes on campus, significant infrastructure failure or potential outside threat that has caused concern within the community. Level 2 will require activation and assistance from the District Emergency Management Response Team.

Level 3 (Disaster)—A community-wide emergency that potentially disrupts the operations of the District and involves major damage or systems failure. Disasters impact not only the District, but possibly the surrounding community and beyond. Examples include hurricanes, widespread extended power outage, severe natural disasters or serious acts of terrorism. Level 3 will require activation of the District Emergency Management Team.

EMERGENCY RESPONSE ACTIONS

Hold (In Your Room or Area)

Purpose: There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

Alert/Announcement: “Hold in your room or area. Clear the halls. Hold in your room or area. Clear the Halls.”

Procedures/Response:

- Students and teachers are to remain in their classroom or area, even if there is a scheduled class change, until the “all clear” is announced.
- Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.
- Students and staff outside of the building should remain outside unless administration directs otherwise.
- Prior to locking the classroom door, teachers should rapidly sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct business as usual.

Secure (Lockout)-Outside Human Threat

Purpose: To rapidly increase the level of security in the facility. Exterior doors and main interior doors are locked and secure to make it difficult for a potential intruder or outside threat to gain access to staff and students. Examples: reported law enforcement chase near the area, pursuit of individual by law enforcement, gun shots heard nearby, violence or criminal activity in the immediate neighborhood, dangerous animal in the playground or campus perimeter.

Alert/Announcement: “Secure! Get Inside, Lock outside doors. Secure! Get Inside. Lock outside doors.”

Procedures/Response:

- Immediately move students and staff from outside into the building
- Lock all outside access points.
- If you’re located in an area with a lockable door, gather the students in

Donna ISD Emergency Operations Plan

the vicinity into the room and close your locked door

- Account for students
- Continue with normal activities as much as possible
- If students or staff must move about in the building, obtain permission from the administrator or designee
- Be prepared to rapidly implement an Evacuation or Lockdown if directed to do so

Shelter-Natural Hazard

Purpose: To provide safety for students, staff and visitor when there has been a chemical, biological or natural incident outside of, but in proximity to the facility. Examples: weather advisory, chemical spill, nearby fire.

The public address for shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

Alert/Announcement: “Shelter! For a hazard. Using safety strategy. Shelter! For a hazard. Using safety strategy.”

Procedures/Response:

- Immediately move students and staff from outside into the building
- Close all windows and doors leading to hallways
- Account for students
- Continue with normal activities as much as possible
- Be prepared to rapidly implement an Evacuation if directed to do so

▪ **Lockdown**

Purpose: To rapidly increase the level of security in the facility when there is a threat or hazard inside the building and danger is imminent. Lockdown requires that all staff and students seek as much physical safety as possible by using barriers. Examples: physical threat inside building, individual with a gun or other weapon, violent/unruly individual inside campus.

Alert/Announcement: “Lockdown! Locks, Lights, Out of Sight!”

Procedures/Response:

- If you witness a weapons incident, call for a lockdown and call 911-notify administrator as rapidly as it is safely possible
- If a report of weapons is reported to you and there is not visible imminent danger to you or others, notify administrator immediately
- If you know the location of the attacker/shooter and it is safe to do so-

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evacuate the building immediately

- If the exact location of the attacker/shooter is unknown, lockdown by barricading. Spread out throughout the room, take cover and grab objects you can use to distract the attacker/shooter.
- Keep all persons away from doors and windows.
- Pull window shades when safe to do so.
- Ignore bells and alarms.
- Remain quiet
- Silence all cell phones and turn off their wifi and data.
- If safe to do so, let students send sms messages every 5 minutes to their parents or guardian.
- When safe to do so, account for students and relay information as instructed
- Be prepared to rapidly implement an Evacuation if directed to do so.
- DO NOT open the door for anyone. When safe to do so, a police officer or an administrator will unlock the door.

Evacuate (A location may be specified)

Purpose: To provide safety whenever it is determined that it is safer outside the building rather than inside or to move students from one location to another.

The public address for Evacuate is: “Evacuate! To a location” and is repeated twice each time the public address is performed. For instance, “Evacuate! To the flagpole.”

Alert/Announcement: “Evacuate! To a location. Evacuate! To a location.”

Procedures/Response:

- Keep order and students in line
- Immediately begin to exit the building according to established evacuation route to a location at least 300ft from building
- Close doors and turn off the lights
- Ensure that individuals with special needs are provided assistance
- Remain alert to any potential hazards in the area. If you encounter fire or hazard, use an alternate evacuation route
- Upon reaching designated area, account for students

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- Do not let students back in the building for any reason
- Remain alert to potential hazards and properly supervise students
- Wait for announcement of All Clear before returning to building

Standard Response Protocols

Standard Response Protocols provide unique procedures, roles, and responsibilities that apply to a specific threat or hazard. They include provisions and applications for warning the public and disseminating information but do not repeat information presented in the basic plan.

Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all threats/hazards.
- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.

The plan becomes larger and more difficult for users to comprehend.

Standard Response Protocol: HAZARDOUS MATERIALS (Chemical Spill)

Hazardous materials are used for a variety of purposes in and around Donna ISD. The purpose of this Standard Response Protocol is to ensure that there are procedures in place to protect staff/students and school property in case of a chemical spill. Chemical accidents may originate inside or outside the building. Examples include toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills.

A. Operational Functions/Procedures That May Be Activated

If there is an external chemical spill, the following procedures may be activated:

- Communications
- Reverse Evacuation
- Shelter
- Evacuation
- Accounting for All Persons
- Reunification
- Continuity of Operations (COOP)
- Health and Medical

If there is an internal chemical spill, the following procedures may be activated:

- Communications
- Evacuation
- Relocation
- Reunification
- Accounting for All Persons
- Continuity of Operations (COOP)
- Health and Medical

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

B. Activating the EOP for an External Chemical Spill

The principal will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene. If the chemical spill is external, the following steps will be taken by the school community:

1. Incident Commander Actions

- Issue stand-by instruction if school is in session.
- Determine what procedures should be activated.
- Consider a reserve evacuation to bring all persons inside the building

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- Notify maintenance to shut off mechanical and ventilating systems.
 - Notify the principal and District's Incident Management Team of the status and action taken. The District's Incident Management Team shall notify the superintendent of schools.
 - Activate communications plan.
 - Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
 - Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes,
 - Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
 - Give the "all clear" signal after the threat has passed.
 - Determine whether school will be closed or remain open.
 - Document all actions taken.
2. District Incident Management Team and Section Chiefs Actions
- Review procedures with staff if needed.
 - Implement the internal and external communications procedures.
 - Monitor radio and Internet for additional information and report any developments to the Incident Commander.
 - Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
 - Notify relocation centers and determine an alternate relocation center if necessary.
 - Implement additional procedures as instructed by the Incident Commander.
 - Take appropriate action to safeguard school property.
 - Document all actions taken.
3. Staff Actions
- Move students away from immediate vicinity of danger.
 - Implement the reverse evacuation procedure if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
 - Execute shelter procedures when instructed.
 - Remain with students throughout the shelter-in-place process.
 - Report any missing or injured students to the Incident Commander.
 - Remain in sheltered area until the "all clear" signal has been issued.

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- In the event of building damage, evacuate students to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an "all clear" signal is issued.
- Document all actions taken.

C. Activating the EOP for an Internal Chemical Spill

The principal will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene. If the chemical spill is internal, the following steps will be taken by the school community:

1. Person Discovering the Spill
 - Alert others in immediate area to leave the area.
 - Close windows and doors and restrict access to affected area.
 - Notify principal/teacher/safety officer.
 - Do not eat or drink anything or apply cosmetics.
 2. Incident Commander Actions
 - Issue stand-by instruction to all staff and students.
 - Determine what procedures should be activated.
 - Activate the evacuation procedures using primary or alternate routes, avoiding exposure to the chemical fumes.
 - Consider an all-school evacuation.
 - Notify Maintenance to shut off mechanical ventilating systems.
 - Notify the focal fire department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s).
 - Location of the spill and/or materials released; name of substance, if known.
 - Characteristics of spill (color, smell, visible gases).
 - Injuries, if any.
 - Notify local law enforcement of intent to evacuate.
 - Notify the principal and District Incident Team of the status and action taken. The District Incident Management Team shall notify the superintendent of schools.
 - Activate communications plan.
 - Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
 - Update the principal and District Incident Management Team, and Section Chiefs of any significant changes.
 - Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
-

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- Give the "all clear" signal after the threat has passed.
 - Determine whether school will be closed or remain open.
 - Document all actions taken.
3. Incident Management Team and Section Chiefs Actions
- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
 - Review procedures with staff if needed.
 - Implement the internal and external communications plan.
 - Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
 - Notify relocation centers and determine an alternate relocation center if necessary.
 - Implement additional procedures as instructed by the Incident Commander.
 - Take appropriate action to safeguard school property.
 - Document all actions taken.
4. Staff Actions
- Move students away from immediate vicinity of danger.
 - Report location and type (if known) of the hazardous material to Incident Commander.
 - Execute evacuation and relocation procedures when instructed. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the principal.
 - If evacuation is implemented, direct all students to report to assigned evacuation area. Take class roster and emergency to-go kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process.
 - Upon arrival at evacuation site, take attendance. Notify Incident Commander or designee of any missing or injured students.
 - Remain with students throughout the evacuation and relocation process.
 - Report any missing or injured students to the Incident Commander.
 - Remain in sheltered area until the "all clear" signal has been issued.

- Do not return to the building until emergency response personnel have determined it is safe.
- Render first aid as needed.

Standard Response Protocol-School Bus Accident

Donna ISD's transportation department has close to 200 bus routes, transporting students across a 20-mile radius. With rapidly expanding roadways, most notably in rural communities, and the increase in vehicular and pedestrian traffic, school bus drivers face great challenges while on their routes and at their stops: maneuvering safely through the various hazards along the way. A bus accident can occur while the bus is in operation or during loading and unloading of students.

A. Operational Functions/Procedures That May Be Activated

If there are no students on the bus, the following procedures may be activated:

- Communications
- Evacuation
- Relocation
- Accounting for All Persons
- Reunification
- Continuity of Operations (COOP)
- Health and Medical

If there are students on the bus, the following procedures may be activated:

- Communications
- Evacuation
- Relocation
- Accounting for All Persons
- Reunification
- Continuity of Operations
- Health and Medical

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

B. Activating the EOP for a Bus Accident-No Students on the Bus

If there are injuries, the Bus Driver must immediately call 911 and notify Transportation dispatch. The Bus Driver will retain command of situation and transfer command upon the arrival of law enforcement or Donna ISD Incident Management Team member.

If there are no students on the bus, the following steps will be taken by the school community:

1. Bus Driver Actions

- Activate communications procedures by calling transportation dispatch and providing the following

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information:

- Driver name and brief description of accident
 - Injuries, if any
 - Location of accident scene
 - Advise dispatch “there are no students on bus”
 - Bus number and bus route
 - Brief description of other vehicle involved or objects impacted
- Secure area around bus by placing reflectors and cones around the bus
 - Make note of other vehicle involved in accident.
 - Update transportation dispatch of any significant changes.
 - Document all actions taken.
2. District Incident Management Team and Section Chiefs Actions
- Implement the internal and external communications procedures.
 - Disseminate information about the accident and follow-up actions.
 - Implement additional procedures as instructed by the Incident Commander.
 - Take appropriate action to safeguard school property.
 - Document all actions taken.

C. Activating the EOP for a Bus Accident-Students on the Bus

If there are injuries, the Bus Driver must immediately call 911 and notify Transportation dispatch. The Bus Driver will retain command of situation and transfer command upon the arrival of law enforcement or Donna ISD Incident Management Team member. If there are students on the bus, the following steps will be taken by the school community:

1. Bus Driver Actions

- Activate communications procedures by calling transportation dispatch and providing the following information:
 - Driver name and brief description of accident
 - Injuries, if any
 - Location of accident scene
 - Number of students on bus
 - Bus number and bus route
- Render first aid if needed.
- Make a list of all students on the bus at time of accident. Include student’s age.
- Make note of other vehicle(s) involved in accident.
- Update transportation dispatch of any significant changes.
- Students are not to be left unattended.

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- Document all actions taken.

2. Incident Management Team and Section Chiefs Actions

- Issue instructions to all staff and students.
- Determine what procedures should be activated.
- Notify the campus administrator(s) and request their assistance if needed.
- Provide information and serve as liaison with law enforcement and medical personnel.
- Implement procedures as directed by law enforcement or medical personnel.
- Activate communications plan.
- Notify the District Incident Team of the status and actions taken.
- Issue transportation instructions if students will be relocated to a safer location.
- Do not allow staff and students to leave the scene of the accident until proper authorities have authorized dismissal.
- Notify relocation sites and determine an alternate relocation site if necessary.
- Disseminate information about the accident and follow-up actions such as where the students have been relocated and parent-student reunification procedures.
- Take appropriate action to safeguard district property.
- Document all actions taken.

3. Campus Administrator

- Assist in implementing procedures as directed by Incident Commander and Incident Management Team.
- Make note of all students on bus and begin to gather parent contact information.
- If relocation is implemented, direct and supervise students during the relocation process.
- Upon arriving at relocation site, check that all students have unloaded the bus. Students are not to be left unattended at any time.
- Upon arrival at relocation site, take attendance. Notify Incident Commander or designee of any missing or injured students.
- Render first aid as needed.
- Begin parent contact and provide reunification details.
- Document name of individuals picking up students and note the time.
- Document all actions taken.

Standard Response Protocol- Train Derailment

Texas Education Code 37.108 (as modified by Senate Bill 1505) requires that schools within 1000 yards of a railroad have plans to address a train derailment in their Multi-Hazard Emergency Operations Plan. A train derailment may require campuses to shelter or evacuate. The following procedures are to be followed:

The Fire Department will instruct district and campus officials whether or not to evacuate.

Campus staff should ensure that all windows are closed until the command “all clear” is given.

If shelter is utilized:

No one should leave or enter the school building.

Make sure that all windows and doors remain closed until the command “all clear” is given.

Ensure that the HVAC system is turned off.

If evacuation is utilized:

Announce via the public address system that an evacuation is taking place.

Teachers will stay with their assigned students.

All campus staff and students should go to the designated area of safety.

Standard Response Protocol- Mental Health/Suicide Related

It is important that school district personnel be observant of mental health/suicidal warning signs and know how to respond if a student attempts or talks about suicide. When warning signs are seen, make sure that these observations are communicated to campus leaders, such as counselors, administrators, and instructional coaches. These campus leaders will then communicate with district-level leaders: Lydia Lugo (Director of Intake/Attendance), Jennifer Pugh (Director of Special Education), and Rosa María Campos (Director of Health Services).

Moreover, please adhere to the following:

If you see or have knowledge of a suicide attempt, immediately notify the principal and the counselor.

The counselor will make immediate contact with the parent/guardian. The counselor will also make contact with the campus principal as well as mental health providers (Tropical Texas Behavioral Health, private provider). If the parent refuses these services, Donna ISD Police will be notified and perform a follow-up visit with the child and family to ensure the child’s wellbeing.

Staff must take all threats, attempts, or suicidal thoughts seriously.

The following will also be necessary:

The counselor will follow-up with the parent/guardian.

The counselor will work with the child at least on a weekly basis or until the counselor feels that the child is no longer threatening suicide.

The counselor will follow-up with other students and staff who may have seen or had knowledge of the suicide attempt.

Document the crisis and all actions taken during the response. Keep all original notes

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and records.

Ensure a caring and supportive school environment to meet the emotional needs of the students. Arrange interventions and provide resources as needed. The following agencies provide assistance with regard to suicide and mental health in general.

Suicide Hotline: 1-800-273-8255

Tropical Texas Behavioral Health: 956-520-8800

Parent-Student Reunification Process

Purpose: After evacuating the school building to an alternate location, the guardian and student will reunite following this process.

The parent or guardian picking up a student will report to the **Adult Report Point**. The Student/Family Reunification Team will post signs. Security Team Members will be stationed to assist parents or guardians in finding the **Adult Report Point**.

Two or more members of the Student/Family Reunification Team who are working the report point will greet the arriving parent or guardian. The team members will provide the parent or guardian a copy of the Student Release Form asking the parent or guardian to complete the first section. A team member will then confirm the identity of the parent or guardian utilizing a government issued picture identification (driver's license, military ID, passport, etc.), and confirm that the parent or guardian is listed on the emergency data card for the student as being authorized to pick up the student. A team member will then complete the second section of the Student Release Form and hand it to a runner to be carried to the **Student Holding Area**. The parent or guardian will be asked to step around to the **Student Release Point** and wait for the runner to return. (NOTE: The **Adult Report Point** and the **Student Release Point** may be consolidated if there are too few Student/Family Reunification Team Members to run both locations.)

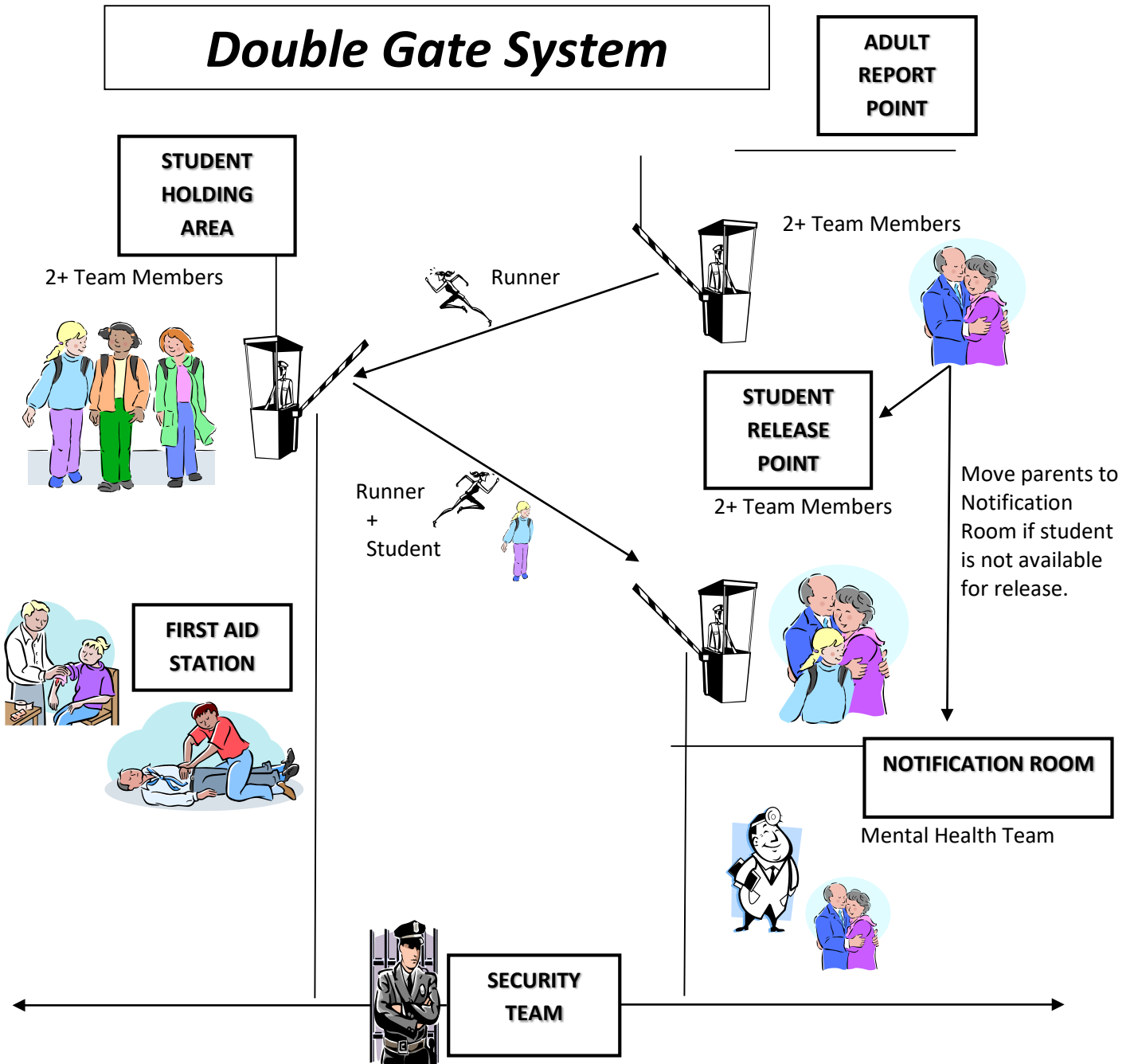
The runner will deliver the Student Release Form to the two or more members of the Student/Family Reunification Team who are working at the entrance to the **Student Holding Area**. The team members will have the requested student report to them if the requested student is present in the holding area. A team member will then record on a roster that the student has been released from the holding area, check off the "Sent with Runner" entry in the third section of the Student Release Form, and send the student with a runner to the **Student Release Point**. If, however, the student was never at school that day (absent), is being attended to at the **First Aid Station**, has been taken to the hospital, is not available for pickup due to some "other" situation, or is missing, the team member will make the appropriate entry in the third section of the Student Release Form and enter comments to clarify the status. The runner will deliver the Student Release Form to the **Student Release Point**.

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When the runner delivers the Student Release Form and the student (if available) to the two or more Student/Family Reunification Team Members at the **Student Release Point**, the team members will call for the parent or guardian picking up the student. The parent or guardian's identification will again be confirmed utilizing a government issued picture identification. The parent or guardian will then sign for the student and then depart the area with the student. If, however, the parent or guardian must be notified that the student is not available for pickup, a Student/Family Reunification Team Member will escort them to the **Notification Room**, where the notification will be made privately based on the information provided in the third section of the Student Release Form. The team members in the **Notification Room** will be responsible for helping the adult and finding answers to the resulting questions.

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Parent-Student Reunification Process (continued)

The Double Gate System to be utilized when laying out the Parent-Student Reunification Site is depicted below. The previous page provides specific information on the entire system.



Donna ISD Emergency Operations Plan
DONNA INDEPENDENT SCHOOL DISTRICT
STUDENT RELEASE/RUNNER FORM
To Be Taken by Runner

1. COMPLETED BY PARENT/REQUESTOR AT RELEASE	
Student Last Name _____	First Name _____
School _____	Grade ____ Teacher (if known) _____
Name of Person Picking up Student: _____	
Relationship to student: _____	

2. COMPLETED BY REQUEST STAFF	
Name on Release Form? (circle one) Yes No Photo	
ID/Driver's License Checked <input type="checkbox"/>	
or OK to verify at release gate by student / _____ <input type="checkbox"/>	

3. COMPLETED BY HOLDING AREA STAFF		
Student Status:	_____ Sent with Runner	_____ Absent
	_____ First Aid	_____ Missing
Other Notes: _____		

4. COMPLETED BY RELEASE GATE STAFF	
Name of Person Picking Up is same as Box #1 Above <input type="checkbox"/> Yes Photo	
ID/Driver's License Checked <input type="checkbox"/>	
or verified as in Box #2 Above by student / _____ <input type="checkbox"/>	
Check by Release Gate Personnel	

5. COMPLETED BY PARENT/REQUESTOR AT RELEASE GATE	
Requester Signature _____	
Phone _____	
Address _____	
Time _____	Date _____

