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Emergency Plans	

South San Antonio ISD and its stakeholders demand that schools remain safe havens for education. However, South San Antonio ISD cannot predict exactly when and where an incident is going to happen. This unpredictability means that the campus and all staff must be prepared to ensure efficient and effective management of any incident. Through its safety and emergency management program, South San Antonio ISD, at the District and Campus level, continues to provide a safe, orderly learning environment for every child and the campus. The South San Antonio ISD emergency management program is comprehensive, all-hazard in nature and embraces state and federal standards as well as proven practices. The South San Antonio ISD Multi-Hazard Emergency Operations Plan (EOP) is a set of guidelines and procedures developed to assist with emergency prevention, mitigation, response, and recovery efforts.

Student and Staff Identification Badges

All South San Antonio ISD staff members are issued an identification badge that must be worn and visibly displayed at all times while on campus. These badges identify the individual as a South San Antonio ISD employee, as well as provide certain defined and specified door access throughout the campus and district. Access levels are pre-determined based on need, and a process exists for modifying and tracking access.

Additionally, all South San Antonio ISD secondary students are provided a badge that is used to identify them as a student as well as provide integration and access to various district operations (e.g., transportation, food service, library, etc.). Badges are to be displayed at all times during school hours while a student is on campus.

Campus Emergency Plan

The Campus Emergency Operations Plan is designed to supplement, not supplant the District's Emergency Operations Plan. The campus principal, or their designate Campus Safety Contact, is responsible for overseeing the development and implementation of this plan, while working with the District's Safety and Security Department. Like the district plan, this campus plan is designed for use alongside local, regional, state, and federal emergency management plans. The Campus EOP and related appendices and annex, are reviewed annually by all affected departments, the District's Director of School Safety and Student Support, and by the District's Safety and Security Committee, as set forth in Chapter 37.109 of the Texas Education Code.

It shall be reviewed and updated at least annually, or as the need arises. In the event that any portion of this Plan or support documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the Plan.

The following objectives are identified, and are in line with Chapter 37.1087 of the Texas Education Code:

Prevention

- Actions taken to avoid an incident or to intervene to stop an incident from occurring.

Mitigation

- Actions aimed at reducing the loss of life and property from natural and/or human caused disasters by avoiding or lessening the impact of an unavoidable disaster.

Preparedness

- Undertake actions to ensure that all stakeholders can respond in a rapid, coordinated, and effective manner to help save lives and minimize damage. It includes planning and practice to respond efficiently and effectively when disaster strikes.

Response

- Activities that address the short-term, direct effects of the incident. Efforts are designed to reduce the likelihood of secondary loss or damage and to expedite recovery efforts. The campus will implement the Standard Response Protocol (SRP) for tactical planning as it pertains to emergency incidents.

Recovery

- Identify both short-term and long-term activities to restore educational and business operations following an incident; it includes processes to help faculty, staff, students, and the community deal with the physical and psychological effects of a major incident. It also involves crisis-counseling and other actions for physical and emotional healing, as well as infrastructure, fiscal, and academic recuperation. It includes coordinated damage assessment to facilitate repairs and restoration and to seek state and federal disaster assistance and reimbursement, if applicable.

Safety Software

Navigate360 Emergency Management Suite is South San Antonio ISD's platform used to organize and facilitate safety, security, and emergency management information across all district sites and campuses. There is one overarching district site, but each individual campus also has a site that is aligned to the district site with campus specific information. The following features are used on all South San Antonio ISD campuses:

- Call lists: Contains organized lists of contact information that might be needed in an emergency.
- Maps/floor plans: Contains site and floor plans of the campus.
- Flipcharts: Illustrate critical information, derived from the EOP, that certain staff groups may need to access in an emergency to perform expected responses or procedures.
- Documents: Single documents that outline or support a safety strategy.
- Binders: A group of documents that outline or support a safety strategy.
- Safety plans/EOP: A tool that supports the development, review, and maintenance of campus EOP plans.
- Drill logs: A system that outlines campus drill expectations, a schedule of campus drills, and a log/report of all drills conducted.
- Respond: An application that allows for student accountability by all staff by accessing the district's student information system.
- Site Risk Assessment: A tool to help facilitate data collection for the state audit process including safety

walkthroughs, drill observation, and procedural checklists.

Emergency Hazard Plans

The South San Antonio ISD Emergency Operations Plan ensures an all-hazard approach to emergency management that through the National Incident Management System (NIMS) includes a commonality of terms and standards for efficient and effective management of any emergency.

Campus Safety Teams

The campus principal or designee leads the safety team and is responsible for the following:

- Serve as Incident commander for campus/facility.
- Ensure readiness of the campus for operational preparedness, response, recovery and prevention-mitigation.
- Maintain and implement campus Emergency Operations Plans, and campus safety teams.
- Support implementation of the policies relating to emergency management.
- During emergency situations, ensure that 9-1-1 has been called and that appropriate district officials are notified.
- Determine and implement protective actions.
- Identify School Safety Teams and member roles within the Incident Command System.
- Establish system for immediately accounting for students, faculty, and staff in an emergency through readily available absence, campus access and faculty, staff, and student assignment lists.
- Maintain emergency resource lists, including updated floor and site plans
- Ensure maintenance of Go Kits, charts, and other job aids.

Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved, or command is transferred to a member of the District Response Team or a first responder agency.

Outside assistance (ex. District and community resources) should be available in most emergencies affecting South San Antonio ISD. Since it takes time for external assistance to arrive, it is essential that the campus carry out initial response independently. In the event local resources are overwhelmed in face of a major disaster, the campus, in conjunction with the district, must be prepared to continue its response and support activities for at least 24 hours.

Emergency Notifications Procedures

Campuses should report any incident to the Executive Director of Communications as soon as feasibly possible after the situation is under control and, if needed, emergency response (police/EMS) is notified. Be ready to provide as much of the following information as possible:

- Time, date, location of the incident
- Person reporting incident
- Details as to what happened

- What follow-up measures have been taken
- If law enforcement/emergency response has been notified

Community/Media Notification

Depending on the nature and details of the incident, a public or media statement may or may not be issued. The Executive Director of Communications will work with central and campus administration to determine what, if any, communication needs to be provided to parents regarding the incident.

The following are the recommended guidelines for providing incident letters to parents:

- Elementary: Via backpack if time to copy and distribute; otherwise send via School Messenger.
- Secondary: Via School Messenger

If necessary, the Communications Department can send messages to parents via School Messenger on behalf of a Campus.



Administrative Regulations

South San Antonio Independent School District
