Santa Maria Independent School District

Emergency Basic Operation Plan

2024-2025

Santa Maria Independent School District Basic Plan

FORMAL ADOPTION STATEMENT

Santa Maria ISD and its stakeholders expect that schools are safe havens for education. However, the district cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, all faculty, staff, substitute teachers, and students must be prepared to respond efficiently and effectively to an incident. Through its comprehensive emergency management program, Santa Maria ISD strives to ensure it continues to provide a safe and orderly environment for students, faculty, staff, substitute teachers and visitors while supporting the community. As a result, the emergency management program focuses on the five phases of emergency management; supports local, state, and federal legal authorities; and incorporates mandated requirements and best practices.

This Basic Plan is the core of the Santa Maria ISD Multi-hazard Emergency Operations Plan (EOP). This EOP, including its supporting documents, provides a framework that outlines our intended approach to manage incidents of all types. It is designed to allow for integration with local, state, and federal emergency management agencies. This EOP is reviewed and updated at least annually and is to be regarded as guidelines rather than performance guarantees.

The Superintendent is responsible for approving and ensuring promulgation of this EOP, which supersedes all previous versions of this EOP. If any portion of this EOP, or its supporting documents, are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of this EOP.

The District Project Manager is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The District Project Manager may also identify individuals whose responsibilities are to support the district emergency management program. Significant changes to this EOP will be signed by the Superintendent.

This document is hereby approved for Implementation and supersedes all previous versions.

Name of Superintendent
Date Signed 10-21-24

District Project Manager

Date Signed October 1, 2024

TxSSC, 2024

RECORD OF CHANGES, ANNUAL REVIEW, AND DISTRIBUTION

RECORD OF CHANGES AND ANNUAL REVIEW

This district EOP has been reviewed or updated according to the dates below. This Record of Changes and Annual Review identifies only significant changes made to this Basic Plan as part of the EOP review process.

"Annual EOP Review Conducted" must be placed in the *Summary of Significant Changes and Annual Review* column.

Record of Changes Table

CHANGE NUMBER	DATE OF CHANGE	NAME OF PERSON OR AGENCY MAKING THE CHANGE	SUMMARY OF SIGNIFICANT CHANGES AND ANNUAL REVIEW
1	8/08/2023	Doralee Rivera-Munoz, Emergency Management Coordinator	Update the position name & new-hires
2	8/09/2023	Safety and Security Committee	Annual EOP Review Conducted
3	8/14/2023	District Training and Introduction of all Safety and Security Committee Members before entire district employees convocation	Included additional response activities that were needed based on the results from the annual safety and security audit.
4	9/7/2023	Safety and Security Committee	Included additional response activities that were needed based on the results of the security audits and refreshers for all faculty and staff
5	7/31/2024	Safety and Security Committee	EOP Annual Review Conducted
6	9/14/2024	New Superintendent	Included changes reflect new Superintendent Dr. Joseph Villarreal and removing Superintendent Martin Cuellar

RECORD OF DISTRIBUTION

Updated versions of this Basic Plan have been distributed to the following district members and applicable response agencies identifying their receipt, review, and intent to use this EOP during an incident.

Record of Distribution Table

TITLE AND NAME OF PERSON RECEIVING THE PLAN	NAME OF AGENCY RECEIVING THE PLAN	DATE OF DELIVERY	NUMBER OF COPIES
Dr. Joseph Villarreal	Superintendent	October 1, 2024	1
Doralee Rivera Munoz Rene Salinas Salvador Acosta Reymundo Sanchez Baudelio Castillo	District Project Manager Director of Student Support Services Director of Operation. & Special Programs Maintenance & Grounds Santa Maria ISD Police Chief	October 1, 2024	5
Yadira Flores, Jay Viera, Jacob Camacho	Campus Principals	October 1, 2024	3
Katherine Gonzalez	District Nurse	October 1, 2024	1
Mauricio Villegas, Lizette Marroquin, Ludybina Torres	Campus Facilitators	October 1, 2024	3
Ida Martinez, Mary Moreno, Rosalinda Aguayo	Campus Counselors	October 1, 2024	3
Arturo Hinojosa, Jr.	Technology Coordinator	October 1, 2024	1
Ana Vega	Family Engagement Specialist	October 1, 2024	1
Elizabeth Garza	Child Nutrition Director	October 1, 2024	1
Israel Gracia	Athletics Director	October 1, 2024	1
Anthony Perez	Band Director	October 1, 2024	1

2022-2024

School Safety and Security Committee (more information found in Section 5.0, Committees Table) Texas Education Code 37.108(f) (8) mandates that EOPs for school districts and charter schools contain specific information about School Safety and Security Committees. Districts and charters are required to have a School Safety and Security Committee and must include this attachment.

School Safety and Security Committee Meetings Held During the 2023-2024 Academic Year	
Meeting Date	Meeting Time
Date	Time
6/30/2022	Update the position name & new-hires
8/04/2022	Annual EOP Review Conducted
8/15/2022	Included additional response activities that were needed based on the results from the annual safety and security audit.
9/13/2022	Included additional response activities that were needed based on the results of the security audits.
9/13/2022	Safety and Security Meeting
2/07/ 2023	Safety and Security Meeting
6/29/2023	Safety and Security Meeting
8/09/2023	Safety and Security Meeting
9/08/2023	Safety and Security Meeting
1/23/2024	Safety and Security Meeting
2/21/2024	Safety and Security Meeting
8/16/2024	Safety and Security Meeting – New Superintendent
10/07/2024	Safety and Security Meeting

SAFETY AND SECURITY AUDIT CERTIFICATION STATEMENT		
Date Safety and Security Audit was completed	Person or Agency who conducted the Safety and Security Audit	Date Safety and Security Audit Report was submitted to the Board of Trustees
July 22, 2022	Doralee Rivera-Munoz	August 15, 2022
December 6, 2022	TEA	December 14, 2022
February 21, 2023	TEA	February 15, 2023
May 1, 2023	TEA	May 8, 2023
November 7, 2023	TEA	November 16, 2023
December 11, 2023	TEA	December 14, 2023
February 6, 2024	TEA	February 15, 2024
March 7, 2024	TEA	March 21, 2024
April 11, 2024	TEA	April 15, 2024
September 9, 2024	Region One	November 11 , 2024

2022-2024

SMISD takes pride in a collaborative effort to ensure the safety and security of our students, staff, and the community. We conduct drills to prepare for potential crisis situations and work together during emergencies. Our Chief of Police and Peace Officers play a vital role in maintaining a safe learning environment by building positive relationships with students and addressing any concerns or issues that may arise. By partnering with local law enforcement agencies, we strive to create a safe and supportive environment for all members of the SM community. Emergency response maps have been provided to the Texas Department of Public Safety and the following first responder agencies (Police, Fire, EMS), in compliance with Texas Education Code 37.108(f) (9).

Emergency Response Map Certification Statement		
Date Map Provided	Agency Receiving Map	Agency Staff Receiving Map
August 4, 2022	City of La Feria Police Department	Chief Cesar Diaz
August 4, 2022	City of La Feria Fire Department	Chief Reynaldo
August 4, 2022	Cameron County Sherriff's Depart.	Lt. Robert Rodriguez
August 4, 2022	City of Los Indios	Chief Eddie Mendoza
August 4, 2022	La Feria Fire Department	Chief Reynaldo Losoya
August 4, 2022	Cameron County Sheriff's Office	Asst. Chief Silver Cisneros

The district has provided opportunities to conduct walkthroughs of district facilities to the Texas Department of Public Safety and the following first responder (Police, Fire, EMS) agencies, in compliance with Texas Education Code 37.108(f)(9).

Walkthrough Certification Statement			
Date Walkthrough Offered	Agency Contacted	Agency Supervisor Accepting or Declining Walkthrough	Date Walkthrough Completed
July 11, 2022	City of La Feria Police Depart.	Chief Cesar Diaz	August 4, 2022
July 11, 2022	City of La Feria Fire Department	Chief Reynaldo Losoya	August 4, 2022
July 11, 2022	Cameron County Sheriff's Office	Lt. Robert Rodriguez	August 4, 2022
July 12, 2022	Texas Department of Safety DPS	DPS Trooper Longoria	August 4, 2022
July 12, 2022	US Border Patrol	Agent Robert Mireles	August 4, 2022
August 16, 2024	All Law Enforcement w/New Superintendent	Constables, Troopers, LaFeria PD	August 16, 2024

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SECTION 1.0 – PURPOSE AND SCOPE

A. Purpose

The purpose of this multi-hazard emergency operations plan (EOP) is to educate and inform the district on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, substitute teachers, students, response agencies, and the community. The goal of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency management practices, relationships, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been tailored to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

Santa Maria ISD will review and update this EOP at least annually. These revisions will enhance our ability to support all phases of emergency management.

B. Scope

This EOP addresses district planning for all incidents and is applicable to all district facilities and campuses and ensures that individuals with disabilities, those with access and functional needs, and those with limited English language proficiency are addressed.

SECTION 2.0 – LEGAL REQUIREMENT

Texas Education Code 37.108 states that “each school district or public junior college district shall adopt and implement a multi-hazard emergency operations plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.”

SECTION 3.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation Overview

To provide an effective response to an incident, this multi-hazard emergency operations plan (EOP) may be activated in part or in whole, as necessary, by the Superintendent, Chief of Police or designee.

The intent of this EOP is to prevent or mitigate the effects of hazards that may affect the district. The district is located within Cameron County, Santa Maria, Texas, and is serviced by Education Service Center (ESC) One.

1. Individuals with Disabilities or Access and Functional Needs

   It is the district's policy to provide equal safety during an incident for individuals with disabilities or access and functional needs in accordance with Texas Education Code 37.108. Students, faculty, or staff may require temporary assistance due to injuries (for example: on crutches or wearing a cast).

2. Individuals with Limited English Proficiency

   It is the district's policy to provide equal safety during an incident for individuals with limited English proficiency.

3. Facilities and Campuses

   The district has a total of 5 facilities. The district has one high school, one Options Academy, one DAEP, one middle schools, and one elementary schools. A master list of facilities is available at the Administration Building. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull-stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

   The district has 5 campuses.

   Campus maps including campus demographics and responding agencies information are located in the Facilities Access Management Annex.

4. Hazard Summary

There are many hazards that have the potential to disrupt district operations resulting in loss of life and damage to property. Specific hazards have been identified through conducting a district hazard analysis. The Hazard Priority Table for identified district's hazards is located in Attachment 1: District Hazard Analysis Summary Data. The district has addressed each hazard in a separate annex.

5. Resources

Santa Maria ISD will use its own resources to respond to incidents. If these resources prove to be inadequate, the district has formal agreements (contracts, inter-local agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure the district has access to needed resources during an incident impacting the district.

The district has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure they have access to needed district resources during an incident impacting the community.

A list of current agreements is found in Attachment 2: Formal Agreements attached. These agreements can be obtained through the district's legal office.

B. Assumptions

Planning requires a commonly accepted set of assumptions that provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the district regards to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

1. This EOP is a framework that provides guidance and structure to support our educational mission within a safe and secure environment.

2. This EOP is intended to provide guidance but does not imply performance guarantees. We may deviate from this plan, as necessary.

3. Those individuals or agencies listed in the Record of Distribution acknowledge receipt, review, and intent to use this plan during an incident.

4. All facilities and campuses have created site-specific plans addressing their identified hazards.

5. Students, faculty, and staff are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an incident from occurring.

6. An incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty and staff should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.

7. Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions were to evolve into an incident.

8. Incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.

9. We are prepared to take initial response actions until help from responding agencies is available.

10. Upon arrival, a member of a responding agency (for example: law enforcement, fire) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the incident.

11. An intentional threat against the district will result in security and law enforcement response actions.

12. A quick and appropriate response will reduce the number and severity of injuries.

13. A large-scale incident requires an effective and coordinated response between the district, community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, and staff.

14. During an incident, faculty and staff are expected to perform tasks beyond their daily duties.

15. Utilities (for example: water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an incident.

16. Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.

17. Conducting regular drills, exercises, and training with students, faculty, staff, and substitutes on the hazards identified in this EOP improves our readiness to respond to incidents and reduce incident related losses.

SECTION 4.0 – CONCEPT OF OPERATIONS

A. Approach to Emergency Management

The multi-hazard emergency operations plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the incident and decisions of leadership.

This EOP does not replace the responsibility of each facility and campus to develop and test emergency plans. To the extent possible, the same personnel and resources used for daily operations will transition to response operations. Faculty, staff, and resources may be limited, so some routine services and activities that do not contribute to the incident response will be redirected or suspended to accomplish response and recovery efforts.

The Superintendent, Chief of Police or designee is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The Superintendent, Chief of Police or designee may also identify individuals whose responsibilities are to support the district's emergency management program.

To ensure the district has a more efficient and effective response to incidents, and is eligible to receive federal preparedness funds, we have formally adopted and implemented the **National Incident Management System (NIMS) on December 14, 2022 based on the Regular Meeting of the SMISD Board of Trustees.**

B. Emergency Operations Organization

To manage all planned events and incidents the district will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while creating a system for decision making.

C. Phases of Emergency Management

In compliance with Texas Education Code 37.108, this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, and the Commissioner of Education.

1. **Prevention**: Actions to avoid an incident or to intervene to stop an incident from occurring. Examples: Cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems and cameras, etc.

2. **Mitigation**: Includes activities to reduce the loss of life and property from natural or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Examples: Structural changes to buildings, elevating utilities, bracing, and locking chemical cabinets, properly mounting lighting fixtures, ceiling systems, cutting vegetation to reduce wildland fires, etc.

3. **Preparedness**: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Examples: Conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary, etc.

4. **Response**: Activities that address the short-term, direct effects of an incident. Examples: Lockdown, shelter-in-place, evacuation of students, search and rescue operations, fire suppression, etc.

5. **Recovery**: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

D. Physical and Psychological Safety

The physical safety of students, faculty, staff, and others in the community during an incident is addressed throughout every annex.

In addition to physical safety, this EOP ensures provisions for supporting the psychological safety of students, faculty, staff, and others in the community during and after an incident. These provisions are aligned with best practice-based programs and research-based practices in accordance with Texas Education Code 37.108, and in alignment with Section 161.325 of the Health and Safety Code.

This EOP, in compliance with Texas Education Code 37.108, includes strategies for ensuring any required professional development training for suicide prevention, grief-informed and trauma-informed care, and psychological first aid is provided to appropriate school personnel. These strategies, and additional information regarding psychological safety, are in the Psychological Resilience Annex attached.

SECTION 5.0 – ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Key personnel in the following tables have been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS) to ensure effective emergency management planning and decision making.

While it is expected that personnel will take action to manage an incident until response agencies arrive, there are additional responsibilities prior to, and after an incident, that personnel will need to fulfill. We acknowledge that the primary responsibility concerning the response to an incident needs to be assigned to the individual who has the most subject matter expertise to managing the incident. For example, if there is a Mercury spill in the chemistry lab, the Incident Commander for the initial response to this incident should be the Chemistry teacher and not the Principal because the teacher has more expertise.

Tables signifying roles, responsibilities, and during which phase of emergency management each responsibility is to be fulfilled are located on the following pages.

Roles and Responsibilities for Emergency Management Phases Table – EXECUTIVE STAFF

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Executive Staff	**Responsibility**	**During Which Phase of Emergency Management it is Fulfilled**
Superintendent *or Chief of Police*		
	Assumes responsibility for emergency management planning, ensuring the process includes each phase of emergency management.	All Phases
	May designate an individual to serve as the emergency management coordinator who oversees the emergency management program.	Preparedness
	May identify individuals whose responsibilities are to support the emergency management program.	All Phases
	Approves and ensures promulgation of the multi-hazard emergency operations plan (EOP).	Preparedness

	Signs-off on all significant changes to this EOP.	Preparedness
	Activates, in part or in whole, this EOP to provide for an effective response to an incident.	Response
	Provides guidance for the direction and control of an incident according to NIMS and the district's emergency management program.	All Phases
	Assigns a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the community response to an incident.	Response
	Establishes a line of succession for making district decisions during an incident.	Preparedness Response
	Ensures this EOP is reviewed annually.	Preparedness
	Communicates with the School Safety and Security Committee regarding the objectives and priorities for the emergency management program.	All Phases
	Advises the board of trustees of incidents and provides periodic reports as needed.	Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Principals		
	Ensures development of campus site-specific emergency management plans.	Preparedness
	Responsible for the emergency management program on their campus.	All Phases
	Takes steps to ensure overall safety of students, faculty, and staff.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

Roles and Responsibilities for Emergency Management Phases Table – COMMITTEES

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Committees	**Responsibility**	**During Which Phase of Emergency Management it is Fulfilled**

School Safety and Security Committee	Participates in the development and implementation of emergency plans ensuring they are consistent with this EOP and reflect the specific needs that exist for each facility and campus.	Preparedness
	Provides, periodically to the board of trustees and administration, recommendations to update this EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry established by the TxSSC.	Preparedness
	Provides information required to complete the safety and security audit, safety and security audit report, or any other report required to be submitted to the TxSSC.	Preparedness
	Ensures a safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108.	Preparedness
	Ensures a Safety and Security Audit Report is submitted to the board of trustees.	Preparedness
	Reviews each report submitted to the TxSSC to ensure it contains accurate and complete information regarding each facility and campus and follows the criteria established by the TxSSC.	Preparedness
	Consults with local law enforcement agencies on how to increase their presence near campuses.	Preparedness
	Selects where bleeding control stations are to be placed in schools, ensuring they are in easily accessible areas.	Preparedness
	Meets as required by Texas Education Code 37.109.	Preparedness
	Attends Psychological First Aid Training.	Preparedness
Superintendent or Chief of Police		
	Provides policy and strategic guidance.	All Phases
	Helps ensure adequate resources are available.	All Phases
	Keeps elected officials and other executives informed of situations and decisions.	Response Recovery

Roles and Responsibilities for Emergency Management Phases Table –

DEPARTMENTS

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Departments	**Responsibility**	**During Which Phase of Emergency Management it is Fulfilled**
Transportation Department		
	Develops plans to recall bus drivers.	Response
	Develops plans to adjust bus routes.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Maintenance Department		
	Develops plans to surveys and reports the condition of buildings.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Food Service Department		
	Develops plans to inventory existing food and supplies.	Preparedness Response Recovery
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Legal Department		
	Creates formal agreements with agencies and community organizations to ensure the district has access to needed resources during an incident	All Phases
	Protects, maintains, and stores essential records in collaboration with the Superintendent *or* President *or* Authorizing Official, in accordance with legal requirements for document retention.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

Roles and Responsibilities for Emergency Management Phases Table – PERSONNEL

ROLES, RESPONSIBILITIES, AND DURING WHICH PHASE OF EMERGENCY MANAGEMENT EACH RESPONSIBILITY IS TO BE FULFILLED		
Personnel	**Responsibility**	**During Which Phase of**

		Emergency Management it is Fulfilled
Counselors		
	Takes steps to ensure the safety of students, faculty, and staff.	All Phases
	Assists with the reunification of students with parents or guardians.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Nurses		
	Organizes first aid and medical supplies.	All Phases
	Administers first aid or emergency treatment as needed.	Response
	Supervises those trained to provide first aid to others.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Teachers		
	Remains with students until directed otherwise.	Response
	Takes attendance of their class when relocating to a safe location.	Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Emergency Management Coordinator (EMC) Chief of Police		
	Oversees the emergency management program.	All Phases
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery
Public Information Officer (PIO) Technology Coordinator		
	Assumes responsibility as the official spokesperson for the district during an incident.	Response
	Creates and maintains an updated Media Roster that contains the contact information for each local media outlet listed in the Emergency Communications Annex of the District's Basic Plan.	Preparedness
	Prepared and delivers accurate messages in a timely and professional manner.	Preparedness Response
	Participates in drills, exercises, trainings, and after-action reviews.	Preparedness Recovery

SECTION 6.0 – DIRECTION AND CONTROL

A. General Information

To provide for the effective direction and control of an incident impacting the health and safety of the district, this Multi-hazard Emergency Operations Plan (EOP) will be activated. The Superintendent, Chief of Police or designee will provide guidance for the direction and control of an incident according to the National Incident Management System (NIMS) and the emergency management program. The district will implement the Incident Command System (ICS) to manage the incident.

The first ICS trained individual to arrive at the incident will serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the incident, direct the on-scene response from the ICP, and provide an assessment of the situation to district officials and responding agencies. When an incident expands beyond the district's response capabilities, multiple agencies will respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district. If a district establishes a place (for example: library, conference room) where district personnel and response agencies come together to collaborate and respond to an incident, then this location becomes known as the ICP.

In an incident impacting the community, the local office of emergency management may activate their Emergency Operations Center (EOC) to manage the response. A representative from the district, with decision-making authority, will be sent to the EOC to support and coordinate district activities.

B. Chain of Command

In accordance with Texas Education Code 37.108, the district has established the following line of succession for making district decisions during an incident.

1. First individual responsible for making decisions-Superintendent

2. Chief of Police

3. Campus Principals

C. Coordination with Response Agencies

This subsection identifies the mandated agencies, according to Texas Education Code 37.108(a)(5) and (c-2)(1), that districts must coordinate with in the event of an incident.

In accordance with Texas Education Code 37.108, Santa Maria ISD has measures in place to ensure coordination with the following agencies during an incident. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

1. Department of State Health Services:
   Eddie Trevino Jr., 1390 W. Expressway 83 San Benito, Texas 78586
   956.247.3685 www.cameroncounty.us/publichealth/

2. Local emergency management agencies

   a. Law enforcement Agency:
      Chief Cesar Diaz, La Feria Police Department, 115 E. Commercial Avenue, La Feria, Texas 78559 956.797.3121

   b. Health departments:
      Cameron County Health Department Esmeralda Guajardo 1390 W. Expressway 83 San Benito, Texas 78586 eguajardo@co.cameron.tx.us
      956.247.3627

   c. Fire departments: POC, Phone Number, Email
      Chief David Phinney
      La Feria Fire & Rescue 200 E. Commercial, La Feria, Texas
      laferiafirerescue.org

   d. Emergency Management Agency:
      Tom Hushen
      Cameron County Emergency Management Coordinator
      Cameron County Emergency Management Services
      964 East Harrison Street 2nd Floor
      Brownsville, Texas 78520
      Phone: 956.547.7000
      Fax: 956.547.7006

SECTION 7.0 – PUBLIC INFORMATION OFFICER

The district Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated Media Roster that contains the contact information for each local media outlet listed in the Communications Annex attached. The PIO is responsible for delivering accurate messages in a timely and professional manner.

SECTION 8.0 – ADMINISTRATION AND SUPPORT

A. Purchasing

1. The SMISD Business Office follows established policy while:
   a. Overseeing all financial activities during an incident including purchasing resources.
   b. Arranging contracts for services.
   c. Tracking incident costs.
   d. Timekeeping for personnel.
   e. Verifying compliance with applicable laws and policies for financial coding.
   f. Submitting forms for reimbursement.
   g. Preserving all incident-related documentation.

2. Santa Maria ISD is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate district document titled SMISD Budget and Finance Manual School Year 2024-2025. SMISD Budget and Finance Manual

B. Reporting

Since the district has made a commitment to adopt and implement NIMS and ICS (refer to Section 4.0 in this Basic Plan Template), this subsection states the district's commitment to complete specific reports.

Situational Reports

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and as requested by the Incident Commander (IC) during the incident.

1. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Forms To Be Used

ICS Form 213 is the form responding agencies will most likely use to communicate their needs to districts ("we need your gym for sheltering people") and that they will expect districts to use to communicate district needs to them ("we need portable restrooms for the people sheltering in our gym"). ICS Form 214 is the form that can be used by every individual to keep track of important activities during an incident.

a. ICS Form 213, General Message, will be used immediately as needed.

b. ICS Form 214, Activity Log, will be completed throughout the incident by individuals assisting with the incident.

c. The FEMA forms can be downloaded using this link: https://training.fema.gov/emiweb/is/icsresource/icsforms/.

C. Recordkeeping

This subsection describes the records the district will keep, protect, and retain due to an incident's impact upon the district.

1. The following records will be kept during an incident and retained in the manner described in point three below for as long as the district's legal department recommends:
   a. Records related to purchases (mentioned above in the Purchasing paragraph).
   b. Activation and deactivation of incident policies, procedures, and resources.
   c. Major commitments of resources or requests for additional resources through formal agreements.
   d. Significant changes in the incident situation.

2. Records can be easily damaged during an incident. Efforts will be made to protect them in order to resume daily operations. These records include but are not limited to: legal documents, student files, and faculty and staff files.

3. Essential records will be protected and are maintained in collaboration with the Superintendent, Chief of Police and District Project Manager. These records will be stored and kept in accordance with legal requirements for document retention.

SECTION 9.0 – DEVELOPMENT AND MAINTENANCE PROCESS

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

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

B. The current EOP will be reviewed annually by the EOP Planning Team, response agencies, and others having roles and responsibilities mentioned in this EOP. This annual review has been established by the Superintendent, Chief of Police and District Project Manager. This review process also includes AAR feedback captured since the previous annual review.

C. Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.

D. At the end of the review and comment period all significant changes will be recorded in the Record of Changes and Annual Review table. If no significant changes were made to the current EOP, the phrase “Annual EOP Review Conducted” will be noted in the Summary of Significant Changes and Annual Review column of the Record of Changes and Annual Review table. The Record of Changes and Annual Review table also verifies the EOP has been reviewed annually. The updated EOP is then forwarded to the appropriate authorities for their review and approval for implementation.

E. Once the EOP’s Approval for Implementation page has been signed, the updated EOP will be forwarded to the Superintendent, Chief of Police and District Project Manager to sign the Promulgation Statement. Additionally, the Promulgation Statement will be signed, as soon as possible, when a new Superintendent, Chief of Police or District Project Manager assumes leadership.

F. The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an incident by those individuals and agencies (both internal and external) responsible for assisting the district during all phases of emergency management.

SECTION 10.0 – EXPLANATION OF TERMS

Emergency management plans often use specialized acronyms and definitions. To promote a better understanding of this document you should include the acronyms and definitions used in your district's Basic Plan.

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
TEA	Texas Education Agency
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Agreement: Can consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and community organizations to ensure resources are available during an incident.

Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Drill: A preparedness activity designed to train individuals on responding effectively during an incident when loss of life or property are at risk.

EOP Planning Team: An individual, a collaborative team of individuals, a new team, or an existing team or committee that is responsible for developing, reviewing, and updating the district's multi-hazard emergency operations plan (EOP).

Exercise: A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an incident when loss of life or property are at risk.

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the incident is accomplished.

Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Incident Commander: The individual who has overall responsibility for managing the response to the incident.

Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Memoranda of Understanding: Formal or informal agreements between two government entities that, in their simplest use, creates a general understanding or level of cooperation between the entities that may not be binding. In practice these are often used as a more formal agreement, similar to an Interlocal Agreement, where they may define the responsibilities of each party, provide the scope and authority of the agreement, clarify terms and timelines, and outline compliance issues.

Mutual Aid Agreement: A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of roughly comparable value, if and when required.

National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an incident.

Unified Command: Similar to the Incident Commander; however, now two or more individuals, with authority in different agencies, join together to create one leadership role that has overall responsibility for managing the response to the incident.

SECTION 11
1.0 – ATTACHMENTS

Attachment 1: District Hazard Analysis Summary Data (more information found in Section 3.0, A.4)

Santa Maria ISD Hazard Analysis Tool (TxSSC, 2024)

This hazard analysis tool was crafted by the Texas School Safety Center to be readily accessible to the average staff member within the school communities we serve. Our goal is accessibility for these school communities. Hazard analysis is ultimately a subjective process and can inform important decisions beyond emergency planning. This tool will give you a starting point with which to have further conversations about financial and emergency planning for the hazards that most impact your community. The original copy of this tool can be found on the TxSSC website (txssc.txstate.edu) in the Basic Plan Toolkit under the Tools tab.

We've assigned a range of values from 0-10 for each column. ***Districts may change the values to suit their local needs.***

Hazard	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - District Operations (0-6)	TOTAL SCORE
Hurricane/Tropical Storm	4	4	4	4	16
Severe Thunderstorm	4	4	4	4	16
Flooding	3	4	4	4	15
Cyber Attack/Ransomware	2	2	2	2	8
Highway Accident/HAZMAT	2	2	2	2	8
Major Utility Loss	2	2	2	2	8
Pipeline Release	2	2	2	2	8
Wildfire	2	2	2	2	8
Active Shooter (Attacker)	1	1	1	1	4
Communicable Disease	1	1	1	1	4
Earthquake	1	1	1	1	4
Tornado	1	1	1	1	4
Winter Storm	1	1	1	1	4
Chemical Plant Release	0	0	0	0	0
Train Derailment	0	0	0	0	0
List additional hazards					0

Attachment 2: Formal Agreements (more information found in Section 3.0, A.5)

A. Resources Needed by the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure the district has access to needed resources during an incident impacting the district.

Resources Needed by the District Table

RESOURCES NEEDED BY THE DISTRICT PROVIDED THROUGH FORMAL AGREEMENTS WITH AGENCIES AND COMMUNITY ORGANIZATIONS		
Agency	**Type of Agreement**	**Resource(s)**
I love you Guys Foundation	Contract	Online resources for all stakeholders and training purposes.
Our Lady of the Lake Dome in La Feria, Texas	Interlocal Agreement	Reunification site
City of La Feria Texas Police Department	Mutual Aid Agreement	Police presence and support
Department of Public Safety Troopers	Mutual Aid Agreement	Police presence and support
Homeland Security Border Patrol	Mutual Aid Agreement	Police presence and support
Cameron County Constables Office	Mutual Aid Agreement	Police presence and support
Cameron County Sheriff's Office	Mutual Aid Agreement	Police presence and support
City of La Feria Fire Department	Mutual Aid Agreement	Support with district fire alarms and support

B. Resources Needed by Agencies and Community Organizations from the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and community organizations to ensure they have access to needed district resources during an incident impacting the community.

Resources Needed by Agencies and Community Organizations Table

RESOURCES NEEDED BY AGENCIES AND COMMUNITY ORGANIZATIONS PROVIDED THROUGH FORMAL AGREEMENTS WITH THE DISTRICT		
Agency	**Type of Agreement**	**Resource(s)**
Cameron County Sheriff's Office Eric Garza	Mutual Aid Agreement	Use of school gyms during severe weather

Attachment 3: School Safety and Security Committee (more information found in Section 5.0, Committees Table)

In accordance with Texas Education Code 37.109, the School Safety and Security Committee, to the greatest extent practicable, includes:

School Safety and Security Committee Members Table

AGENCY	NAME	TITLE
City or County's Office of Emergency Management	Eric Garza Lt. Rodriguez	Cameron County Sheriff
Local Police Department	Cesar Diaz	La Feria Chief of Police
District Police Department	Baudelio Castillo David Hernandez Jesse Santana	Santa Maria ISD Chief of Police SMISD Peace Officer SMISD Peace Officer
President of the Board of Trustees	Adolfo Hinojosa	SMISD Board President
A member of the Board of Trustees	Javier Jimenez	SMISD
Superintendent	Dr. Joseph Villarreal	Superintendent of Schools
Designee(s) of the Superintendent	Claudia Davila	Classroom Teacher
Designee of the Superintendent	Doralee Rivera-Munoz	District Project Manager
Parents or Guardians of Enrolled Students	Ana Rivera Marichuy Lugo	Parent Parent

In accordance with Texas Education Code 37.109, except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to Chapter 551, Government Code, has the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the Board of Trustees. The *School Safety and Security Committee Meetings Schedule* includes data concerning the previous year's meetings.

School Safety and Security Committee Meeting Schedule

SCHOOL SAFETY AND SECURITY COMMITTEE MEETINGS	
Meeting Date	**Meeting Time**
6/30/2022	Update the position name & new-hires
8/04/2022	Annual EOP Review Conducted
8/15/2022	Included additional response activities that were needed based on the results from the annual safety and security audit.
9/13/2022	Included additional response activities that were needed based on the results of the security audits.
9/13/2022	Safety and Security Meeting
2/07/ 2023	Safety and Security Meeting
6/29/2023	Safety and Security Meeting
8/09/2023	Safety and Security Meeting
9/08/2023	Safety and Security Meeting
1/23/2024	Safety and Security Meeting
2/21/2024	Safety and Security Meeting
8/16/2024	Safety and Security Meeting – New Superintendent
10/07/2024	Safety and Security Meeting

Attachment 4: Safety and Security Audits (more information found in Section 5.0, Committees Table, included in responsibilities for the School Safety and Security Committee)

A safety and security audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108. A Safety and Security Audit Report has been submitted to the Board of Trustees.

Safety and Security Audit Certification

SAFETY AND SECURITY AUDIT CERTIFICATION STATEMENT		
Date Safety and Security Audit Was Completed	**Person or Agency Who Conducted the Safety and Security Audit**	**Date Safety and Security Audit Report Was Submitted to the Board of Trustees**
July 22, 2022	Doralee Rivera-Munoz	August 15, 2022
December 6, 2022	TEA	December 14, 2022
February 21, 2023	TEA	February 15, 2023
May 1, 2023	TEA	May 8, 2023
November 7, 2023	TEA	November 16, 2023
December 11, 2023	TEA	December 14, 2023
February 6, 2024	TEA	February 15, 2024
March 7, 2024	TEA	March 21, 2024
April 11, 2024	TEA	April 15, 2024
September 9, 2024	Region One	November 11 , 2024

Attachment 5: Providing Maps and Walkthroughs to First Responders

Accurate emergency response maps of each district campus and school building related to developing site and floor plans, access control, and exterior door numbering have been provided to the Texas Department of Public Safety and the following local first responder agencies (Police, Fire, EMS), in compliance with Texas Education Code 37.108(f)(9).

Emergency Response Map Distribution

EMERGENCY RESPONSE MAP CERTIFICATION STATEMENT			
Date Map Provided	**Agency Receiving Map**	**Agency Receiving Map**	
July 11, 2022	City of La Feria Police Depart.	Chief Cesar Diaz	August 4, 2022
July 11, 2022	City of La Feria Fire Department	Chief Reynaldo Lozoya	August 4, 2022
July 11, 2022	Cameron County Sheriff's Office	Lt. Robert Rodriguez	August 4, 2022
July 12, 2022	Texas Department of Safety DPS	DPS Trooper Longoria	August 4, 2022
July 12, 2022	US Border Patrol	Chief Gloria Chavez Agent Robert Mireles	August 4, 2022
August 16, 2024	All Law Enforcement w/New Superintendent	Constables, Troopers, La Feria PD	August 16, 2024
November 15, 2024	All Law Enforcement Officials with MOUs	Lt. Robert Rodriguez	November 15, 2024

The district has provided opportunities to conduct walkthroughs of district facilities to the Texas Department of Public Safety and the following local first responder (Police, Fire, EMS) agencies in compliance with Texas Education Code 37.108(f)(9).

First Responder Walk-Through Certification

First Responder Walk-Through Certification			
Date Walkthrough Offered	**Agency Contacted**		**Date of Communication**
July 11, 2022	City of La Feria Police Depart.	Chief Cesar Diaz	August 4, 2022
July 11, 2022	City of La Feria Fire Department	Chief Reynaldo Lozoya	August 4, 2022
July 11, 2022	Cameron County Sheriff's Office	Lt. Robert Rodriguez	August 4, 2022
July 12, 2022	Texas Department of Safety DPS	DPS Trooper Longoria	August 4, 2022
July 12, 2022	US Border Patrol	Agent Robert Mireles	August 4, 2022
August 16, 2024	All Law Enforcement w/New Superintendent	Constables, Troopers, La Feria PD	August 16, 2024

Attachment One

District Hazard Analysis Summary Data

2024-2025

Santa Maria ISD Hazard Analysis Tool (TxSSC, 2024)

This hazard analysis tool was crafted by the Texas School Safety Center to be readily accessible to the average staff member within the school communities we serve. Our goal is accessibility for these school communities. Hazard analysis is ultimately a subjective process and can inform important decisions beyond emergency planning. This tool will give you a starting point with which to have further conversations about financial and emergency planning for the hazards that most impact your community. The original copy of this tool can be found on the TxSSC website (txssc.txstate.edu) in the Basic Plan Toolkit under the Tools tab.

We've assigned a range of values from 0-10 for each column. ***Districts may change the values to suit their local needs.***

Hazard	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - District Operations (0-6)	TOTAL SCORE
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Severe Thunderstorm	4	4	4	4	16
Flooding	3	4	4	4	15
Cyber Attack/Ransomware	2	2	2	2	8
Highway Accident/HAZMAT	2	2	2	2	8
Major Utility Loss	2	2	2	2	8
Pipeline Release	2	2	2	2	8
Wildfire	2	2	2	2	8
Active Shooter (Attacker)	1	1	1	1	4
Communicable Disease	1	1	1	1	4
Earthquake	1	1	1	1	4
Tornado	1	1	1	1	4
Winter Storm	1	1	1	1	4
Chemical Plant Release	0	0	0	0	0
Train Derailment	0	0	0	0	0
List additional hazards					0

Attachment Two

Formal Agreements

2024-2025

3302 Wilson Road
Harlingen, Texas 78552
PH: (956) 427-8052
FAX: (956) 427-8051

200 Industrial Way
La Feria, Texas 78559
PH: (956) 797-1180
FAX: (956) 797-1260

October 22, 2024

Dear Santa Maria ISD,

Cameron County Constable Pct. 5 strives to do our jobs productively and efficiently by upholding our responsibilities and ensuring a safe campus for all students and staff. We sincerely appreciate the partnership with your school district and are excited about the opportunity to formalize this collaboration through a Memorandum of Understanding. We are fully committed to continuing our efforts to support school functions and to ensure the safety and well-being of your students, staff, and community.

We look forward to working together closely as we move forward and strengthen our partnership.

Best regards,

Eddie Solis DeLaunay

Cameron County Precinct 5

Duty, Dedication and Professionalism

Santa Maria I.S.D.

i love u guys FOUNDATION

MEMORANDUM OF UNDERSTANDING

Standard Response Protocol ("SRP")
Memorandum of Understanding ("MOU") with
The "I Love U Guys" Foundation ("The Foundation")

This Memorandum of Understanding ("MOU") between The Foundation and the undersigned School District or Individual School (collectively, the "Organization") is effective as of the date it is signed by Organization.

Standard Response Protocol Program Description:

The Foundation created its *proprietary* Standard Response Protocol ("SRP") for campus response based on five actions. When communicating these actions, the action is labeled with a **'Term of Art'** and is then followed by a **Directive**. Execution of the action is performed by active participants, including students, staff, faculty and first responders.

Purpose of Using Terms of Art:

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For faculty and staff this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

Terms of Art:

- The "Term of Art" **Hold** is followed by the Directive **"In your room or area"** (or announce a location). The action is for the purpose of keeping halls and/or common areas clear until an incident is resolved.
- The "Term of Art" **Secure** is followed by the Directive **"Get Inside. Lock Outside Doors."** The action associated with Secure is to bring participants into the Building, and secures the building's outside perimeter by locking appropriate windows, doors or other access points.
- The "Term of Art" **Lockdown** is followed by the Directive **"Locks, Lights, Out of Sight"** The action associated with Lockdown is to secure individual classroom doors, move away from inside corridor line of sight and maintain silence until first responders release the room.
- The "Term of Art" **Evacuate** is followed by the Directive **"To a Location"** (Where Location is announced.) The action associated with Evacuate is to move students and staff from one location to another.
- The "Term of Art" **Shelter** is followed by the Directive" **Type and Method"** (Where Type is one of the following: For Tornado, For Hazmat, For Bomb. Method is one of the following: And seal, In Silence, Drop, Cover and Hold.) The action associated with Shelter is dependent on the stated Type and Method.

Agreement by Organization:

1. Organization agrees to incorporate SRP in the official, existing, written safety plans for the district or school, as applicable, either in the body or as an addendum or amendment.
2. Organization agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Foundation and other department, district or agency SRP Liaisons.

The I Love U Guys Foundation | 303-426-3100 | P.O. Box 919, Conifer CO 80433 | SRP MOU School-District Rev. 04-04-2022

Updates to SRP: The Foundation may update its SRPs and its Terms of Art from time to time and will notify Organization of any such updates. The Organization agrees to implement any such changes in a reasonable time frame.

Term/Termination: This MOU is effective as of the date it is signed by the Organization and shall continue in effect for two (2) years ("Term"). Organization and Foundation may agree to extend the upon mutual written agreement. Organization may terminate this MOU via Written or Electronic notification at any time. Upon termination, Organization will cease using any Standard Response Protocol materials provided by The Foundation. The Foundation may terminate this MOU upon notice if it determines that Organization is not performing its obligations under this MOU, including using the Terms of Art as they may change from time to time.

Notices: All notices and other communications required or permitted under this MOU shall either be sent by certified mail, return receipt requested, by reputable overnight courier service with confirmation of delivery and addressed to the Parties at their addresses first set forth below or to the email addresses set forth below. The parties shall notify each other if such contact information changes.

No Partnership. Nothing contained in this MOU shall create or be deemed to create a partnership or agency between the Organization and The Foundation.

Counterparts/Electronic Execution. This MOU may be executed in counterparts and digital copies, each of which shall be deemed an original and all of which shall constitute a single instrument.

****

Name of Organization: Santa Maria ISD

Address/City/State/ZIP: PO Box 448 Santa Maria, Texas 78592

Authorized Representative Name: Martin Cuellar

Signature

Title: Superintendent

Date: August 1, 2022

Authorized Liaison Name: Doralee Rivera-Munoz

Title: Director of Student Support Services

Email Address:doraleemunoz@smisd.net Phone: 956-565-6308

The I Love U Guys Foundation
Authorized Representative: Ellen Stoddard-Keyes

Signature:

Title: Operations Director

Date:

Email to: MOU@iloveuguys.org
or Mail to: The "I Love U Guys" Foundation, PO Box 919, Conifer, CO 80433

The I Love U Guys Foundation | 303-426-3100 | P.O. Box 919, Conifer CO 80433 | SRP MOU School-District Rev. 04-04-2022.

Rivera-Munoz, Doralee <doraleemunoz@smisd.net>

MOU. CITY OF LA FERIA TEXAS

1 message

Castillo, Baudelio <bcastillo@smisd.net> Tue, Oct 22, 2024 at 1:03 PM
To: Doralee Rivera-Munoz <doraleemunoz@smisd.net>

Good Afternoon,

As Chief of Police for Santa Maria ISD, I met with Mr. Francisco Rios , La Feria City Manager.
We discussed allowing our District to utilize their safety Dome in a crisis situation. I advised Mr. Rios we would utilize the dome in an evacuation situation, as a safety precaution for our students and staff. Mr. Rios stated he didn't have a problem using the safety dome. Mr. Rios stated he would get with his legal team to prepare an MOU agreement and issue us a key for the Safety Dome.

thank you

Rivera-Munoz, Doralee <doraleemunoz@smisd.net>

Fwd: MOU Agreement

1 message

Castillo, Baudelio <bcastillo@smisd.net> Tue, Oct 22, 2024 at 12:26 PM
To: Doralee Rivera-Munoz <doraleemunoz@smisd.net>

---------- Forwarded message ---------
From: **Alvaro Guerra** <aguerra@co.cameron.tx.us>
Date: Tue, Oct 22, 2024 at 9:39 AM
Subject: RE: MOU Agreement
To: Castillo, Baudelio <bcastillo@smisd.net>

Good morning Chief Castillo, please consider this our written commitment to continue assisting your Agency and your School District in all Law Enforcement related activities that may be needed and in which we are capable of assisting. This includes responding to Emergency and Non Emergency situations in which you require our help, support, or guidance.

Thank you Sir,

Captain Alvaro Guerra

Cameron County Sheriff's Office

Criminal Investigations Division

7300 Old Alice Rd., Olmito,Tx. 78575

3302 W. Wilson Rd., Harlingen, Tx. 78552

Office: 956 5546700

Cell Phone: 956 4593876

From: Castillo, Baudelio <bcastillo@smisd.net>
Sent: Tuesday, October 22, 2024 8:03 AM
To: Alvaro Guerra <aguerra@co.cameron.tx.us>
Subject: MOU Agreement

Good Morning,

The Cameron County Sheriff's dept, has assisted Santa Maria School district on a daily basis. I am requesting an email from the sheriff's office stating the continuing assistance from your agency. We have to submit in writing to TEA, the law enforcement agency that we work closely together. We have a deadline to submit by tomorrow 10-23-24.

thank you

Attachment Three

School Safety and Security Committee

2024-2025

Santa Maria Independent School District

Master

Military Highway 281, P.O. Box 448/11119 Military Road, Santa Maria, TX 78592 – (956) 565-6309

Safety and Security Meeting—- October 7, 2024

Sign In Sheet - Date: Tuesday, October 7, 2024		
Name	**Position**	**Signature**
Doralee Muñoz	District Project Manager	
Rene Salinas	Director of Student Support Services	
Jacob Camacho	Elementary Principal	
Jay Viera	Middle School Principal	
Yadira Flores	High School Principal	
Baudelio Castillo	Chief of Police	
Rey Sanchez	Supervisor of Maintenance and Operations	
Salvador Acosta	Director of Federal Programs	
Elizabeth Stenhouse	Human Resources	
Elizabeth Garza	Cafeteria Nutrition	
Katherine Gonzalez	District Nurse	
Ludybina Torres	Elementary Facilitator	
Mary Moreno	Counselor	
Israel Garza	Athletic Director	
Ana Vega	Parental Engagement	
Samantha Chavez	Teacher	
Arturo Hinojosa	Technology Coordinator	

Agenda and Minutes	
Topics for Discussion	**Notes**
Report Due to TEA	• Data report for 1. Emergency Operations Plan 2. Cybersecurity Annex
Updates on fences	• Chief Castillo will update
Door Safety	• Update from Arturo Hinojosa
Door Numbers Update	• Chief Castillo • By specific measurements set by Texas State Safety Center

It is the policy of Santa Maria ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

10/21/24, 2:34 PM Santa Maria Independent School District - Calendar - Search

29	JUN 2023, THU	11:30am – 12pm	Demo: Arturo Hinojosa of Santa Maria ISD, TX, and Anthony Piccoli of Rave Mobile Safety
9	AUG 2023, WED	2 – 3:30pm	Safety and Security Committee Meeting/RAPTOR APP Training
7	SEP 2023, THU	2 – 3pm	Safety Meeting for Pre-Meeting TGE Library
8	SEP 2023, FRI	10 – 11am	Safety Compliance Meeting with Principals Middle School library - In Person
15	JAN 2024, MON	2 – 3pm	Safety Meeting with Chief Castillo -Panic Button
23	JAN 2024, TUE	10 – 11am	Safety Committee Meeting -Emergency Operations Plan Room 107
24	JAN 2024, WED	9 – 11am	Safety Committee Meeting- continued Emergency Operations Plan Room 107
21	FEB 2024, WED	9 – 10am	Safety and Security ALL Committee Members Meeting Spring 2024 Room 107 Tony Go...
12	SEP 2024, THU	9 – 10am	Monthly Safety Meeting Google Meets
2	OCT 2024, WED	1:30 – 2:30pm	Cyberbullying Meeting for Texas State Safety Center Kinder Conference Room
10	OCT 2024, THU	9 – 10am	Monthly Safety Meeting Google Meets
14	NOV 2024, THU	9 – 10am	Monthly Safety Meeting Google Meets
12	DEC 2024, THU	9 – 10am	Monthly Safety Meeting Google Meets
9	JAN 2025, THU	9 – 10am	Monthly Safety Meeting Google Meets
13	FEB 2025, THU	9 – 10am	Monthly Safety Meeting Google Meets
13	MAR 2025, THU	9 – 10am	Monthly Safety Meeting Google Meets

https://calendar.google.com/calendar/u/0/r/search?q=safety meeting 1/2

Attachment Four

Safety and Security Audits

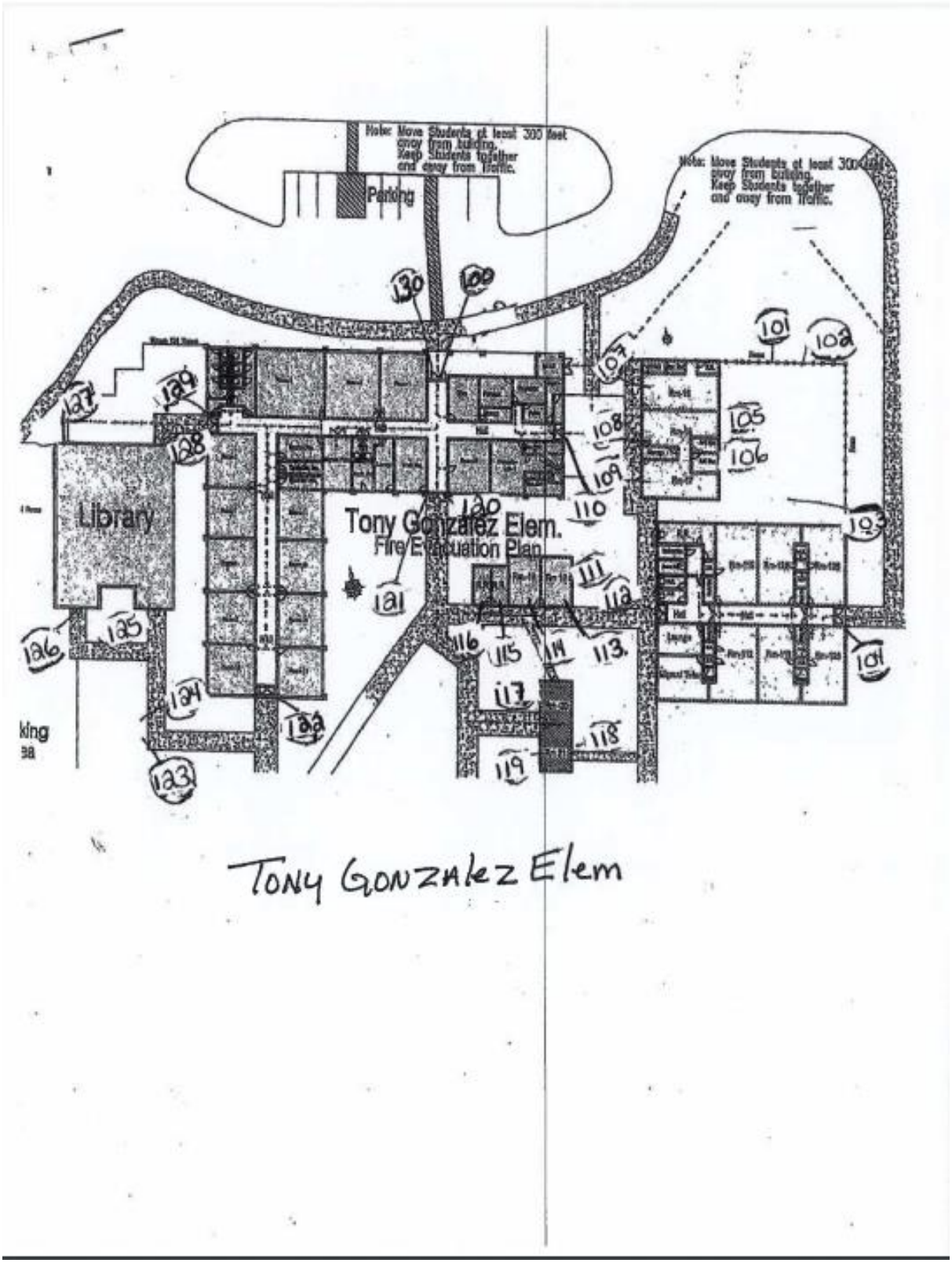
2024-2025

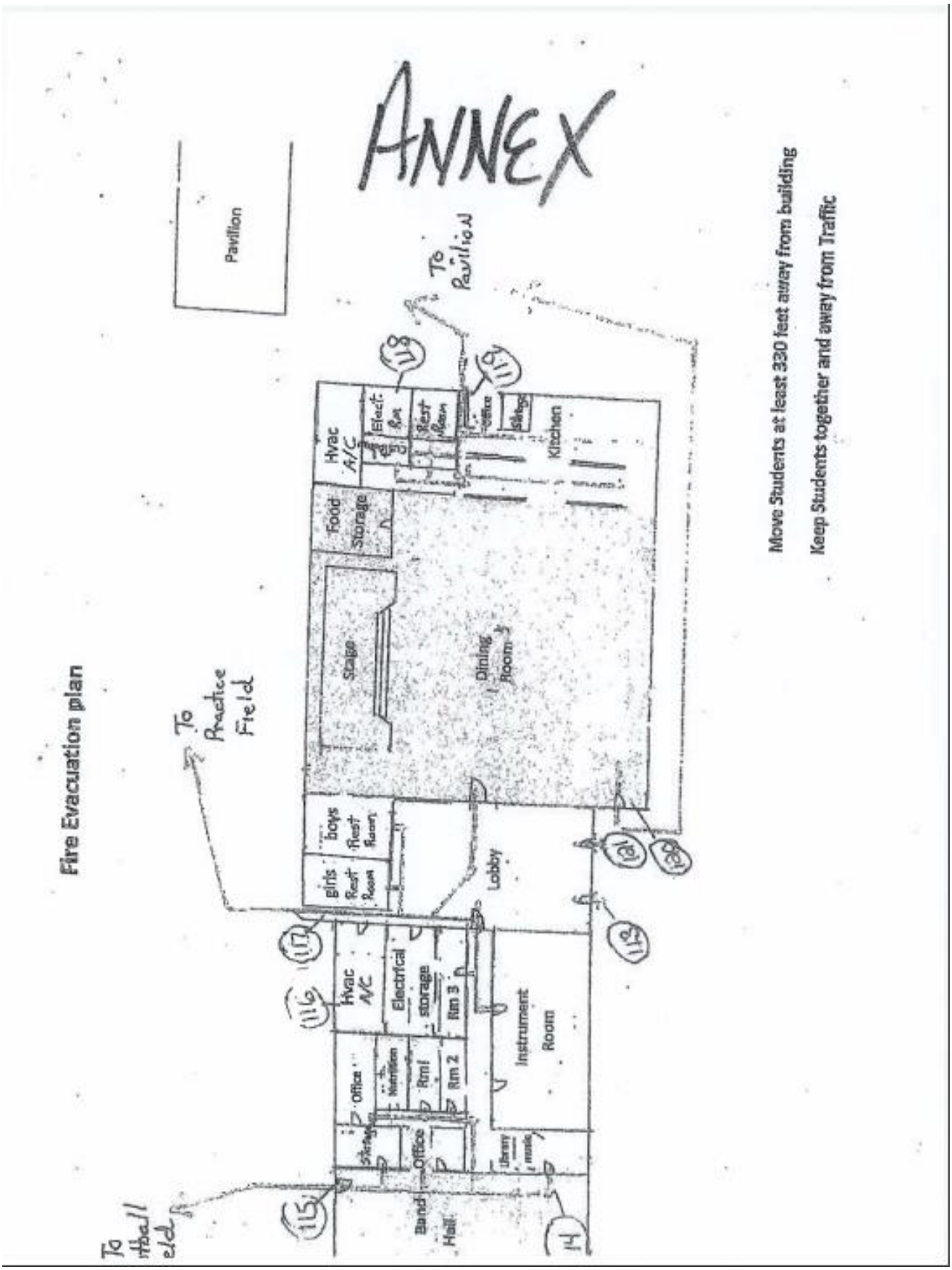
SMI
We are committed
to keeping
our children safe!
Congratulations
TEXAS STATE
TEXAS SCHOOL SAFETY CENTER
In a recent School Safety and Security Audit of our district,
the Texas State Texas School Safety Center
results concluded that there were
ZERO unsecured findings!
Therefore, No Corrective Action is needed!
SMISD appreciates all efforts from all stakeholders
and continues the steadfast compliance
TEA
Texas Education Agency

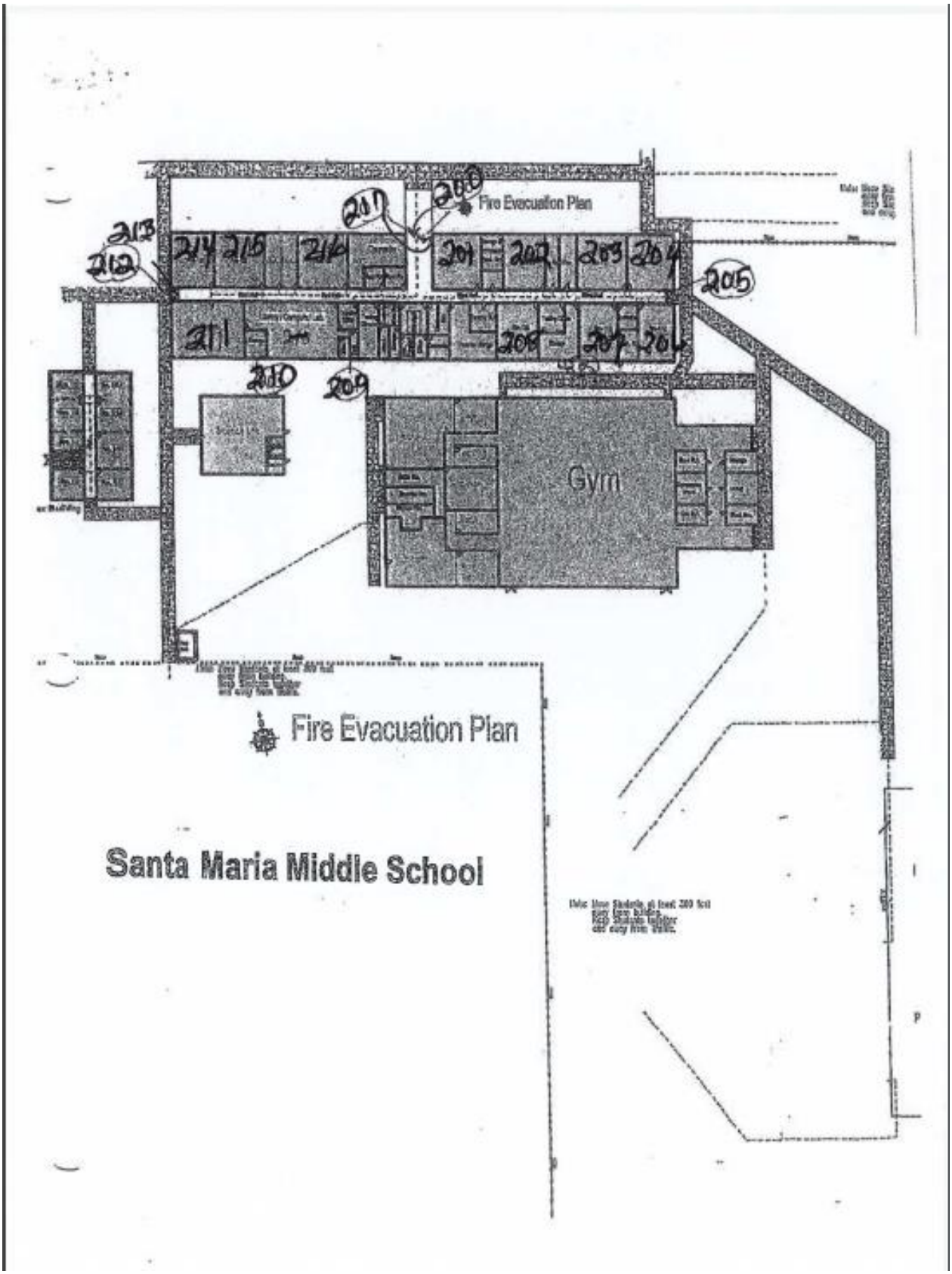
Attachment Five

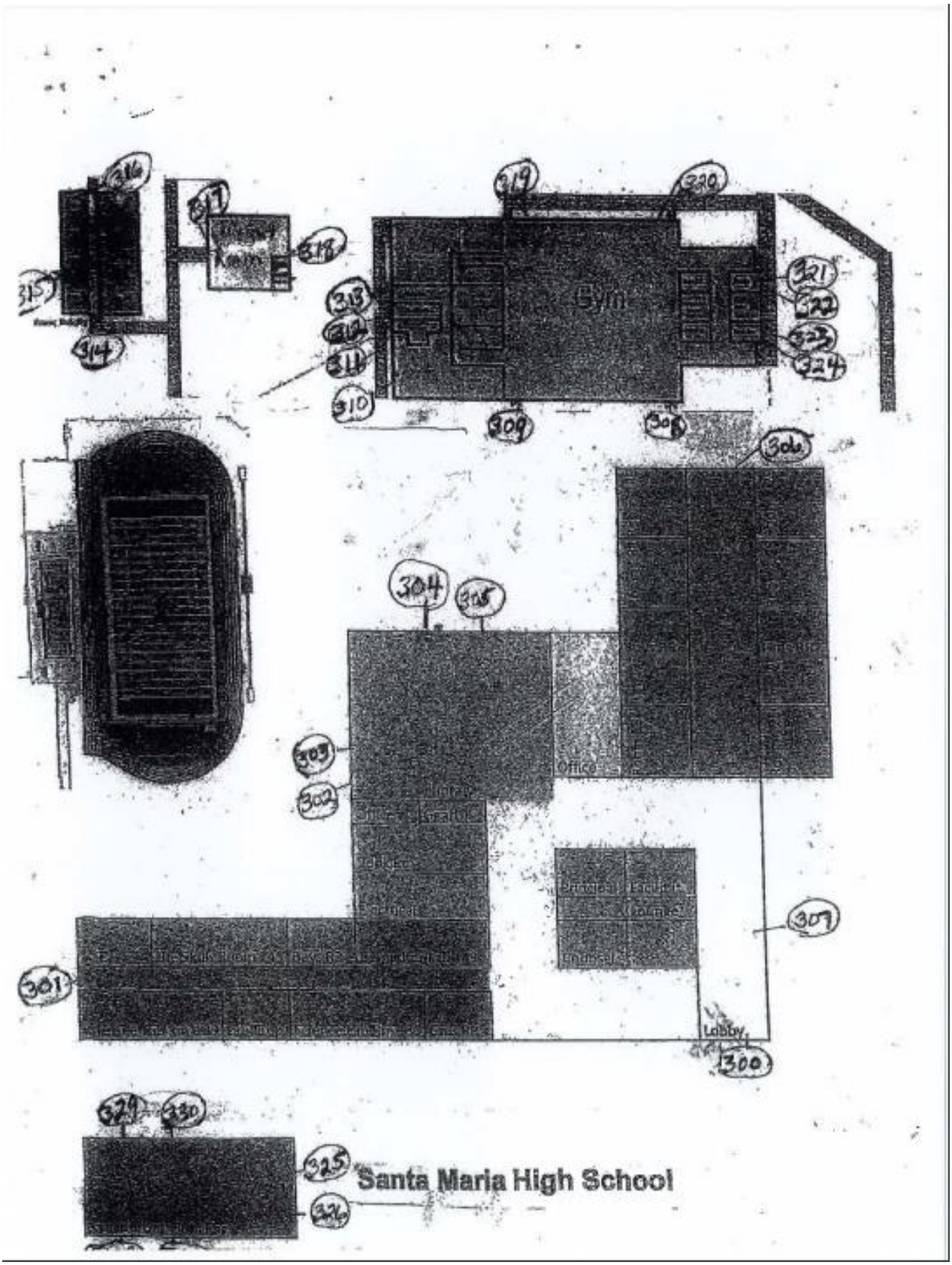
Providing Maps and Walkthroughs to First Responders

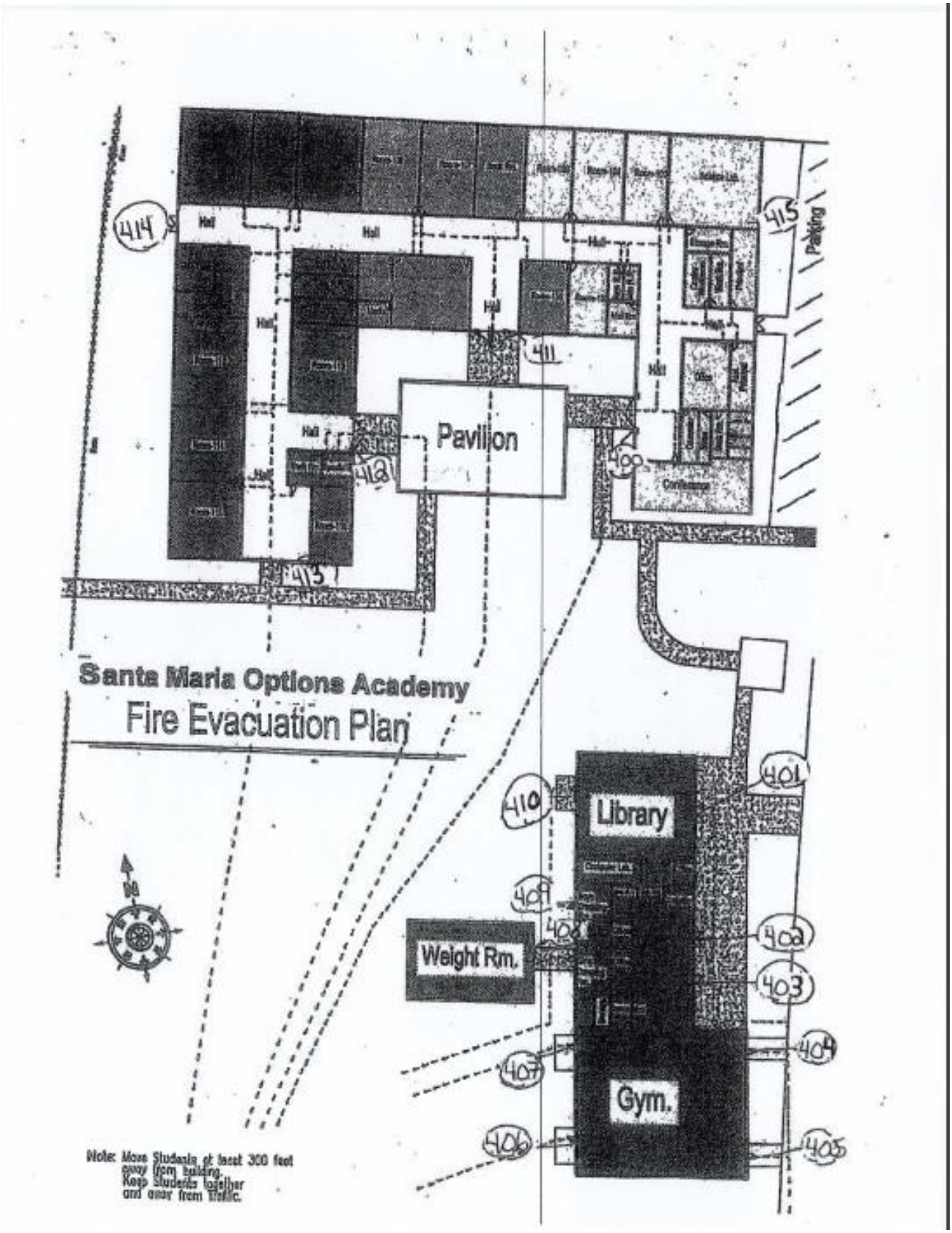
2024-2025


Note: Move Students at least 300 feet away from building. Keep Students together and away from traffic.
Parking
Note: Move Students at least 300 feet away from building. Keep Students together and away from traffic.
Library
Tony Gonzalez Elem.
Fire Evacuation Plan
TONY GONZALEZ Elem


Fire Evacuation plan
ANNEX
Pavilion
To Practice Field
To Pavilion
To Football Field
Hvac A/C
Food Storage
Stage
Dining Room
Kitchen
Elect. Rm
Rest Room
Office
Storage
boys Rest Room
girls Rest Room
Lobby
Hvac A/C
Electrical
storage
Rm 3
Rm 2
Rm 1
Office
Instrument Room
Band Hall
Move Students at least 330 feet away from building
Keep Students together and away from Traffic


Fire Evacuation Plan
Gym
Fire Evacuation Plan
Santa Maria Middle School


Gym
Office
Lobby
Santa Maria High School


Santa Maria Options Academy
Fire Evacuation Plan
Pavilion
Library
Weight Rm.
Gym.
Hall
Parking
Conference
414
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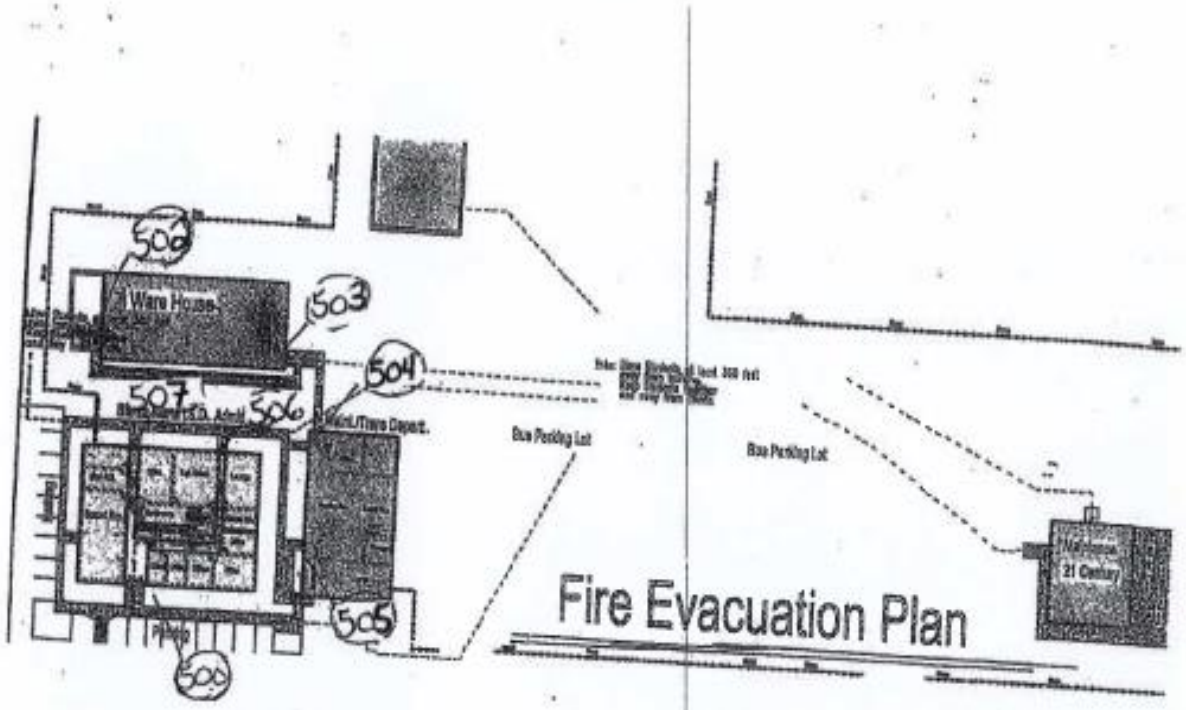
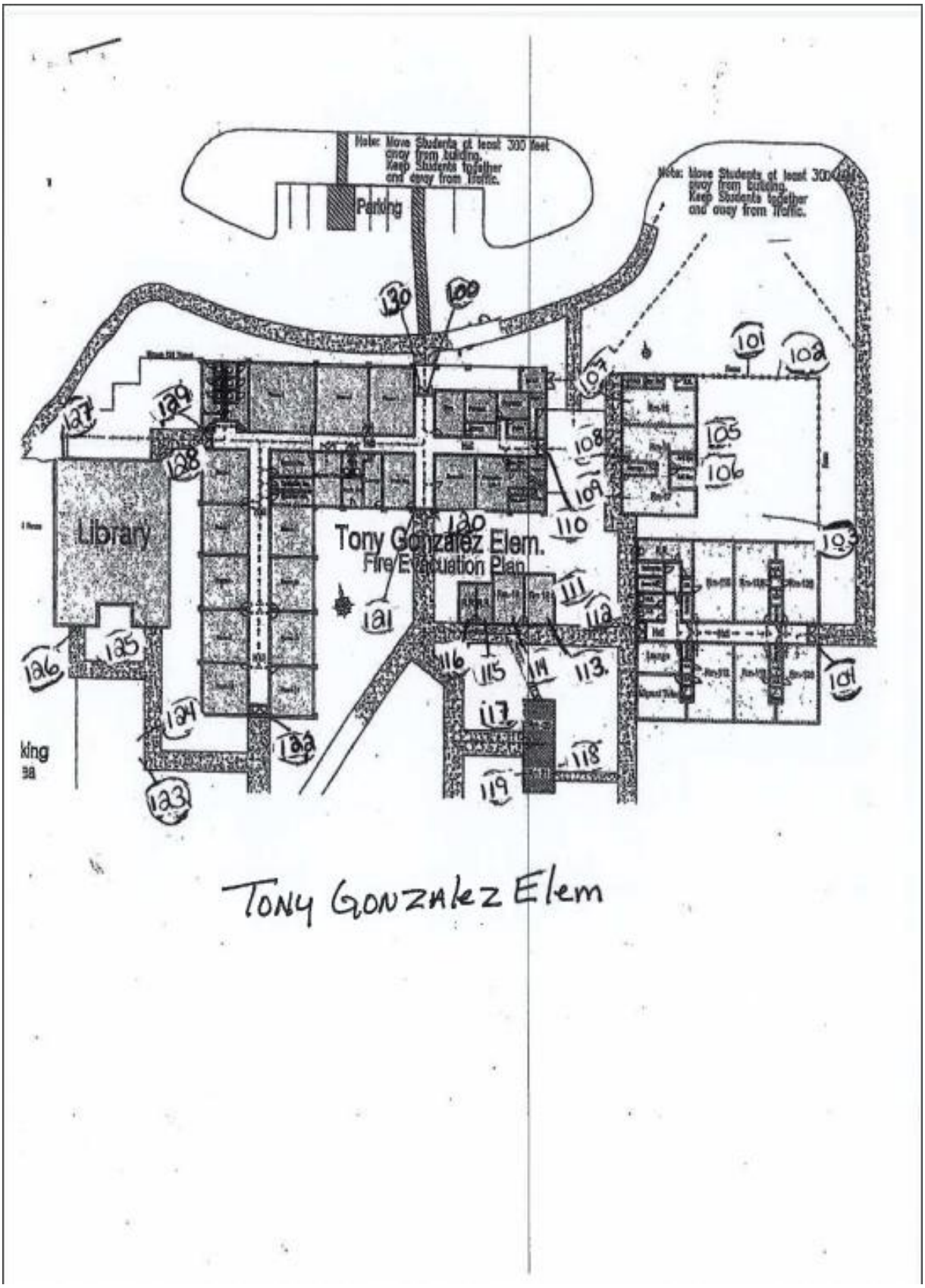
Note: Move Students at least 300 feet away from building.
Keep Students together and away from traffic.



CENTRAL OFFICE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Note: Move Students at least 300 feet away from building. Keep Students together and away from traffic.
Library
Tony Gonzalez Elem.
Fire Evacuation Plan
TONY GONZALEZ Elem

Santa Maria Independent School District

Psychological Resilience Annex

2024-2025

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will conduct psychological safety operations by addressing planning and operational actions for the Preparedness, Response and Recovery phases of emergency management. This annex is intended to satisfy the requirements set out in Texas Education Code (TEC) 37.108 concerning psychological safety.

1.2 Scope

This annex addresses psychological resilience through district planning for psychological safety. Information in this annex applies to the entire district community and all district property.

Section 2 – General Information

2.1 Psychological Safety and Resilience Overview

Psychological safety refers to a climate, culture, and overall sense of security within the district community and throughout district property that includes preventive interventions, as well as day-to-day interactions. Examples include school connectedness, social emotional instruction, accessible mental health care, professional development, and knowledge regarding mitigation of the impact of trauma.

Psychological resilience refers to the ability to bounce back or rise above adversity as an individual, family, community, or provider. Well beyond individual characteristics of hardiness, resilience includes the process of using available resources to negotiate hardship and or the consequences of adverse events. (SAMHSA, 2014).

2.2 District Grief-informed and Trauma-informed Care Programs

A program, organization, or system that is trauma-informed realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices, and seeks to actively resist re-traumatization (SAMHSA, 2014).

Santa Maria ISD has adopted the following program(s) for ensuring the delivery of grief-informed and trauma-informed care:

- Texas Child Health Access Through Telemedicine (TCHATT)

The grief-informed and trauma-informed care program for Santa Maria ISD consists of the following details:

- Texas Child Health Access Through Telemedicine (TCHATT) provides telemedicine or telehealth programs to school districts to help identify and assess the behavioral health needs of children and adolescents and provide access to mental health services.

2.3 District Grief-informed and Trauma-informed Care Resources

Santa Maria ISD uses the following resources to address disaster-related trauma.

Santa Maria ISD uses the following **internal** district resources and personnel:

- District Nurse
- Campus counselors and campus principals

Santa Maria ISD uses the following **external** resources and personnel:

- Texas Tropical Behavioral Health

- DHR Behavioral Center
- Children's Bereavement Center of South Texas
- Doctors' Referrals

2.4 Suicide Prevention Strategy

In compliance with TEC 37.108, Santa Maria ISD uses the following measures to integrate suicide prevention strategies for members of the district's school safety and security committee, district counselors and mental health professionals, as well as educators and other district personnel.

Santa Maria ISD uses the following resources to employ strategies and training for suicide prevention:

- Counselors
- Texas Tropical Screening and refer to a Psychologist

2.5 Training and Professional Development

Santa Maria ISD uses the following measures to integrate training and professional development for grief-informed and trauma-informed care and suicide prevention for members of the district's school safety and security committee, district counselors, and mental health professionals, as well as for educators and other district personnel.

Training and Professional Development Strategy

Grief-informed and Trauma-informed Care Training		
Audience	Program	Date Completed
School safety and security committee	Mental Health First Aid TCHATT with UTRGV Informational Meeting	2022-2024
Counselors and mental health professionals	1.Region One Trainings 2. Promoting Mental Health and Well-Being from Region One 3. A little spot of Feelings or Emotions 4. Character First	2023-2025
Other district staff	Ripple Effects	2023-2023

Suicide Prevention Training		
Audience	Program	Date Completed
Counselors and Mental Health Professionals	Character Strong – Building traits and Managing Emotions	September 2022
Other District Staff	David's Legacy Presenter: Luann Sarachene	Annually during Red Ribbon Week and Anti-Bullying Month 2022-2024
Students	Motivational Speaker Happy the Clown	Spring 2023 Spring 2024

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

3.1 Annex-Specific ICS Organizational Chart

Santa Maria ISD will refer to the hazard-specific annex that is being supported by this functional annex for incident commander and other ICS assignments.

Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase

This phase is usually not applicable to this Psychological Resilience Annex.

Mitigation Phase

This phase is usually not applicable to this Psychological Resilience Annex.

Preparedness Phase

Regularly review district readiness to support Psychological Resilience.

District Action	Responsible Role
Endorse a curriculum to educate students and staff about Mental health	School Counselors
Selects motivational speakers supporting positive mental health	Principals
Train teachers on the stages of grief and loss and look-fors	School Counselors
Inform administration based on qualifiers such as self-harm for building resilience.	Nurse Staff

Response Phase

District actions to provide support for Psychological Resilience

District Action	Responsible Role
Train staff in empathy and Social Emotional Learning	Principals
Contact students and parents for follow through	Family Engagement Specialist
Secure an student individual plan	Counselors
Provide small groups counseling	Counselors

Recovery Phase Return to normal district operations following a traumatic incident.	
District Action	**Responsible Role**
Provide one to one counseling support	Counselors
Train students through videos and guest speakers	Principals
Refer to outside counseling and provide full districtwide counselors at campus with incident	Counselors
Provide outside resources and educate parents on those resources.	Family Engagement Specialist

Section 5 – Resources

5.1 Acronyms

ICS	Incident Command System
SAMHSA	Substance Abuse and Mental Health Services Administration
TEC	Texas Education Code

5.2 Definitions

Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Substance Abuse and Mental Health Services Administration: This is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Texas Education Code: The Texas Education Code includes all laws and rules passed by the state legislature. It applies to most educational institutions that are supported in whole or part by state tax funds.

Santa Maria Independent School District

Emergency Communications Annex

2024-2025

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the district's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.

1.2 Scope

This annex addresses district planning for emergency communications and applies to the whole district community and all district property.

Section 2 – General Information

2.1 Overview

In this annex, the word **emergency** refers to:

> An emergency, threat, or potential situation that can impact district operations, cause potential harm, loss of life, impact the reputation of the district, or become an incident of significance in the media.

2.2 What are Emergency Communications?

Emergency communications ensure that the district has the technology and infrastructure to ensure the timely and accurate sharing and receiving of information concerning incidents impacting the safety of district personnel, and students.

2.3 When an Emergency Occurs

In any emergency threatening a campus or district, the person that first notices it should call 911 using either a cell phone or landline and report the emergency. In a perfect world, the front office of the affected campus will notify 911. When life safety is at stake, do not delay calling the proper authorities (police, fire, EMS, etc.).

At the first possibility, internal notification of the emergency should flow in the following order:

1. Front Desk Staff (at the affected campus)
2. School Principal (at the affected campus)
3. District Superintendent (when time permits)
4. President of the District Board (when time permits)
   It is the Superintendent's responsibility to communicate with the Board President if the emergency is one that will be worthy of local or national news.

2.4 Policies and Procedures Concerning Mandated Communications

In compliance with TEC 37.108(a)(3), Santa Maria ISD employs the following measures to **ensure district communications technology and infrastructure are adequate** to allow for communication during an emergency:

1. District Level Communication
2. Campus Level Communication

In compliance with TEC 37.108(f)(3), Santa Maria ISD employs the following measures to **communicate with individuals in portable buildings** during an emergency as part of our provisions for ensuring the safety of students and district personnel in portable buildings:

1. Not Applicable
2. Not Applicable

In compliance with TEC 37.108(f)(4), Santa Maria ISD employs the following measures to **communicate with individuals with access and functional needs** during an emergency as part of our provisions for ensuring that students and district personnel with disabilities are provided equal access to safety during a disaster or emergency situation:

1. Law Enforcement quality radios for campus administration
2. Up-graded District-wide Intercom at the campuses

In compliance with TEC 37.108(a)(2), Santa Maria ISD employs the following measures to ensure district employees, including substitute teachers, **have classroom access to a telephone, including a cellular telephone, or another electronic communication device** allowing for immediate contact with district emergency services OR emergency services agencies, law enforcement agencies, health departments, and fire departments:

1. Fully functioning classroom panic button across the district
2. Law Enforcement Response teams

In compliance with TEC 37.108(c-2)(9)(F)(5), Santa Maria ISD employs the following measures to provide immediate notification to parents, guardians, and other persons standing in parental relation in circumstances involving **a significant threat to the health or safety of students**:

1. Internal communication apps with parents exclusive to classroom such as DoJo/Remind App
2. Exterior communication apps with outside social media such as news stations and SMISD Facebook and SMISD “X”, formerly known as Twitter
3. Mass communication to parents through the Ascender/PEIMS system data

In compliance with TEC 37.113, Santa Maria ISD employs the following measures to provide notification, as soon as possible, to the parent or guardian of or other person standing in parental relation to each student who is assigned to the campus or who regularly uses the facility, as applicable, of **a bomb threat or terroristic threat** related to a campus or other district facility at which students are present:

1. Internal communication apps with parents exclusive to classroom such as DoJo/Remind App
2. Exterior communication apps with outside social media such as news stations and SMISD Facebook and SMISD “X”, formerly known as Twitter
3. Mass communication to parents through the Ascender/PEIMS system data

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

3.1 Annex-Specific ICS Organizational Chart

Santa Maria ISD will refer to the hazard-specific annex that is being supported by this functional annex for Incident Commander and other ICS assignments.

Section 4 – Internal and External Communications During an Emergency

4.1 Internal Communications

Santa Maria ISD Required Internal Communications

1. Central Office Notification
   The District Superintendent or designee will be notified of any incident at a district-sanctioned event, both on-district and off-district property. The School Board President will be informed of the emergency at the Superintendent or designee's discretion.

2. Classroom immediate contact with district emergency services The district has ensured that all district employees, including substitute teachers, have classroom access to a telephone, including a cellular telephone, or another electronic communication device allowing for immediate contact with district emergency services.

3. Faculty, Staff, and Students
   A. Reports of Emergencies: All faculty, staff, and students are expected to report all emergencies to the school office (when an incident threatens life safety, call 911 immediately).

   B. Emergency General Assembly: If crucial information must be shared immediately, the district or campus will assemble all students and staff and provide them with essential information.

      1) If an emergency assembly is impractical or unsafe, one or more of the following means of communication will be used:
         a) Intercom system
         b) Telephone
         c) Text
         d) Internal alert software or program
         e) Email
         f) Law Enforcement quality radios
         g) Panic Buttons in classrooms

      2) If hard-wired electronic devices are not operational, such as the intercom and telephone systems, the following alternatives will be used:
         a) Runners, 2-way radios, and megaphones
         b) Faculty Meeting: The principal or Incident Commander can hold a faculty meeting as soon as possible to provide accurate and updated information about the emergency, review emergency procedures, and

plan for the next steps. This will facilitate the response and reduce misinformation and rumors.

c) School peace officer at each campus
d) Additional armed security guards

C. Senior Staff Meeting: If a separate meeting with senior staff is needed, the Incident Commander (IC) will call them to the conference room before or during the Emergency General Assembly. The IC will re-emphasize that only one spokesperson has been authorized to speak to the media.

4. Transportation Staff
Bus drivers traveling with their buses to or from school will notify the transportation coordinator as soon as possible of any significant incident that interrupts expected arrival times or will attempt to seek help from those who can communicate that message.

4.2 External Communications

Santa Maria ISD Required External Communications

1. Call Team
   A. A Call Team is used to place or receive large volumes of calls to or from parents, community leaders, etc., and is activated by the IC. These calls may be regarding selected incidents, such as the death of a student or when the automatic dialing system is not operational or needs to be augmented. The Call Team includes a member of the IT Department who will:

      1) Update the school website with information about the incident and what parents can do to help.
      2) Send broadcast messages via the parent and community email network when school office staff are tending to other issues.
      3) Produce information sheets or scripts for the Call Team or principal's use, the content of which is provided by the principal or superintendent.

   B. The Call Team occupies a location where multiple phone jacks, extra phones, and a LAN connection are located for this purpose.

   C. Call Team Members:
      1) 1 Chief of Police
      2) 2 Peace Officers
      3) 4 Armed Security Officers
      4) 3 Principals
      5) 1 IT Department staff
      6) Central Office staff

D. Call Team Responsibilities:
   1) Provide up-to-date information to parents when they call pre-designated cell or landline phone number(s).
   2) When directed, initiate calls to parents to inform them of an emergency and the status of their students.

2. Media requests
   All faculty, staff, students, and visitors will direct news media calls and questions to the principal, Incident Commander, Information and Media Representative, or local Public Information Officer, who will address the media and remain available for continued media updates.

   A. The Information and Media representative serves as a liaison to the media if needed.

   B. The principal or IC will decide whether to allow the media on school grounds. The media is not permitted inside the school unless authorized by the principal.

   C. Primary media assembly area: Central Office

   D. Alternate site: Campuses based on incident

   E. All media requests for faculty, staff, or student interviews must be submitted to the principal or IC for approval before the interview. No unauthorized information should be provided to the media.

   F. All questions and inquiries from local officials or responders will be directed to the IC. Inquiries from State or Federal officials and school board members will be referred to the Superintendent’s office.

   G. Requests for resources needed in response to the emergency are submitted through the IC to the local Emergency Management Agency.

3. Parents and Guardians
   A. Parents and guardians of all students directly involved in or affected by an emergency will be contacted by the principal or staff member designated by the principal as soon as possible. The principal or designated staff member will inform parents fully of the circumstances and the school’s response. The IC will consider the district’s medical, counseling, legal, or other advisors' guidance in addressing the situation.

B. If many parents and guardians must be notified of an emergency affecting their children, the principal or designated school staff member will utilize an Emergency Notification Script to contact parents.

4. School Website and Social Media Accounts
   A. Updates for parents, parent organizations, community leaders, etc., will be posted on the school's website www.smisd.net and social media accounts using the same information provided to the Call Team.

   B. Recovery activities such as counseling sessions, memorials, post-incident question-and-answer meetings, and post-recovery open houses for parents will also be posted.

   C. Messages will be approved by the principal or superintendent and provided to the Webmaster (IT Staff) for posting. The webmaster will co-locate with the Call Team to enhance the continuity of information.

Section 5 – Public Information Officer

5.1 Goal of the Public Information Officer (PIO)

The goal of the PIO is to create effective communication between the school and the public.

5.2 PIO Responsibilities During Normal Operations

During normal operations, the PIO's responsibility is promoting the school and educating the public about the educational accomplishments and the variety of services and programs the district provides. Under the general direction of the Superintendent, the PIO:

- Develops and implements strategic communications regarding all aspects of the district's public information plan.
- Advises and manages effective media, community, and public relations.
- Maintains editorial and graphics standards.
- Facilitates public information and community relations activities, events, and projects, inclusive of internal and external communications.

5.3 PIO Responsibilities During an Emergency

During an emergency, the PIO is responsible for communicating with the public and with the media. The PIO ensures the community understands what is happening during a severe weather incident, global pandemic, or school closures. The media also needs accurate and timely information to mitigate public anxiety and mistrust.

Other critical duties of the PIO during an emergency are as follows:

- Planning and hosting press conferences to announce significant news or address crises.
- Preparing press releases, speeches, articles, social media posts, and other materials for public consumption.
- Developing strategies and procedures for working effectively with the media.
- Maintaining good working relationships with media organizations.
- Collaborating with executive management and the marketing team to ensure a cohesive public image.
- Working with teams to organize and host public events and promotions.
- Speaking directly to the public or media to address questions and represent the organization.

5.4 PIO Training Requirements

Santa Maria ISD requires its PIO to have attended the following minimum trainings:

1. Video training
2. Product training for technology coordinator

Section 6 – Communications Tools

Effective district emergency communications programs employ multiple and layered methods of communication with constituencies, including students, employees, parents, trustees, and community members. In an emergency, district leadership and the PIO can deploy one or all of the following communications methods:

- **School Alert System** allows the campus or district to notify students and employees via call, text message, and email.
- **Campus-wide mass communications and alarm systems** broadcast emergency signage and voice notifications targeted to the affected buildings or campuses via marquee signs and PA systems.
- **School District Webpage** – www.smisd.net
- **District Information Hotline** – 956-565-6308
- **Social Media** – SMISD Facebook and SMISD “X” formerly known as Twitter
- **Local News Media** – The district has a detailed news media call list that will be activated in an emergency.
- KRGV News Channel 5
- KGBT News Channel 4

Section 7 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase
This phase is usually not applicable to a functional annex

Mitigation Phase
This phase is usually not applicable to a functional annex

Preparedness Phase
Regularly review district readiness for Emergency Communications

District Action	Responsible Role by Position
During Security meetings, the statements review annually, discussed and agreed upon in a matter written specifically for each phase but tailored to the incident and experience	Safety and Security Members
Prepare mass text messages to all parents and staff separately upon Superintendent's approval.	Technology Coordinator
Research and training to relay information.	Human Resource Specialist serving as PIO
Distribute and train for classroom panic buttons	District Project Manager
Distribute and train for law enforcement quality radios	Chief of Police

Response Phase
District actions during Emergency Communications

District Action	Responsible Role by Position
Relay messages to all parties	Technology Coordinator
Communicate with law enforcement	Chief of Police
Communicating with specific classrooms	Peace Officers Armed Security
Responding team members address the incident immediately	Chief of Police
Social Media alerts	Technology Coordinator

Recovery Phase Return to normal district operations following Emergency Communications	
District Action	**Responsible Role by Position**
Relay messages to all parties	Technology Coordinator
Communicate with law enforcement	Chief of Police
Communicate with News Stations and provide statements	PIO
Social Media alerts	Technology Coordinator
Communicate with Board of Trustees	Superintendent

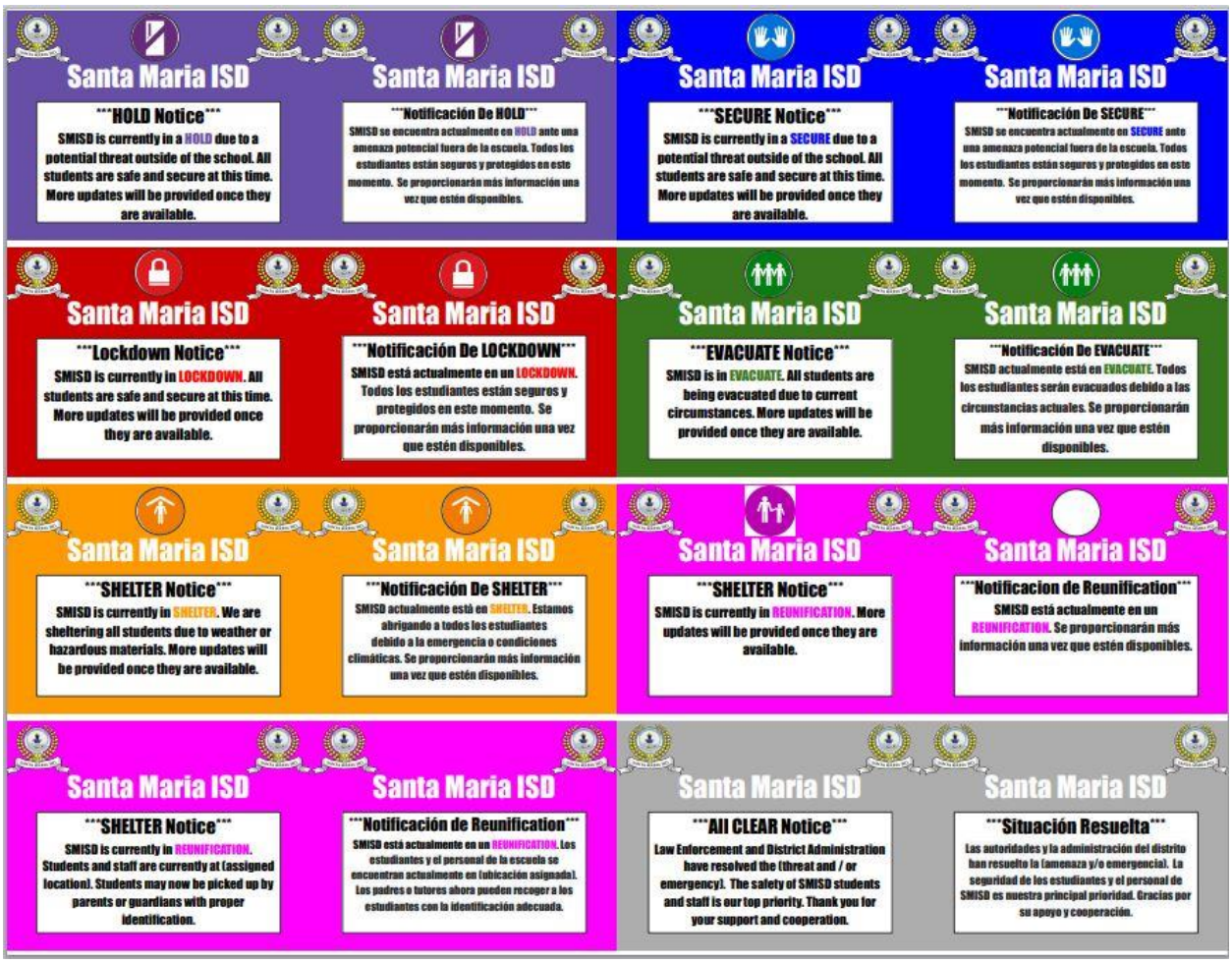
Section 8 – Resources

8.1 Abbreviations and Acronyms

IC	Incident Commander
ICS	Incident Command System
PIO	Public Information Officer

8.2 Definitions

Call Team - A Call Team is used to place or receive large volumes of calls to or from parents, community leaders, etc., and is activated by the IC. These calls may be regarding selected incidents, such as the death of a student or when the automatic dialing system is not operational or needs to be augmented.

Public Information Officer – Interfaces with the public, media, various agencies, and the private sector to meet incident-related information needs. The PIO gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information about the incident for internal and external audiences. The PIO also monitors the media and other sources of public information to collect incident-related information and transmits this information to the appropriate representatives in the incident management organization (FEMA-NIMS, p.6).

Attachment 1 – Emergency Notification Scripts