



Hutto ISD Safety Plan Updated September 2025

OVERVIEW & PURPOSE

Information provided in this document is intended to provide guidance to Hutto Independent School District Staff, Students, and Visitors regarding safety measures and protocols. Individuals found in violation of policies, procedures, and protocols outlined in this document will be subject to disciplinary action up to and including termination, removal from district property, suspension, and criminal charges.

ANIMALS

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

COMMUNICATION

During emergency situations, the district will utilize one or more of the following notification systems via the mass communications platform [ParentSquare](#): text message, push notification via the ParentSquare app, voicemail, email, and district social media accounts. An emergency purpose may include early dismissal or delayed opening due to inclement weather, campus or district incident, or if the campus must restrict access due to a security threat. All contact information used for notifications is pulled directly from Skyward Family Access. It is imperative to notify your student's school registrar when a phone number previously provided to the district has changed.

Emergency Situation Communications

A. Inclement Weather

1. If a late start, early release, delay, or cancellation is called, messages are sent in the following order:



- a. Superintendent notifies Board Members
- b. Email/Voicemail/Text to Parents, Staff, and Students (6-12 grades) - sent simultaneously
- c. District website alert
- d. Social Media (Facebook, Twitter, and Instagram)
- e. Email news outlets (Community Impact, Taylor Press, KVUE, Fox 7, KXAN, KEYE, 590 KLBJ, Statesman)

B. Campus Situation (i.e. evacuation, weapon, dangerous animal, fire, explosion, bus accident, gas leak, bomb threat, etc.)

1. If a campus is evacuated for any reason, an email alert is immediately sent to all affected parents, students (6-12 grade) and staff. If there is a threat to life, potential reunification event required, or a school closure involved, a text alert will precede an email.
2. An update will be posted within 15 minutes, with a goal of five minutes during critical events. Every text message will be followed up with an email. The communications department will also utilize campus social media pages and campus or district websites to further amplify emergency messaging.
3. Once the threat has ended, or normal activity resumed, the communications team will assist the principal and lead administrator to prepare a summary statement to distribute to affected district members.
4. Communications team members will create key points documents to share with campus and district receptionist/office staff who handle inquiry calls before an official statement is released.



Channel	Email	Text	Social Media	Website
Weather Closure	X	X	X	X
Evacuation No reunification	X	possibly		
Evacuation with reunification	X	X	X	X
Threat to Life	X	X	X	X
Bus Crash with injury	X (involved parties)	X (involved parties)		
Bus Crash	X (involved parties)	X (involved parties)		

DELIVERIES

Students and parents are not permitted to place orders for food to be delivered to the school during lunchtime or during school hours for students. Hutto ISD prohibits meal delivery service to students. For safety reasons, front office staff cannot accommodate meal deliveries from outside food vendors: Uber, DoorDash, etc. Parents and guardians may bring a food delivery in person for their respective students.

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

DRILLS

❖ Minimum Drill Requirements

- Secure Drill: 1 per school year
- Lockdown Drill: 2 per school year (one per semester).\
- Evacuation Drill: 1 per school year
- Shelter-in-Place Drill (for either severe weather or hazmat): 1 per school year
- Fire Evacuation Drill: four per school year (two per semester)
 - Per the local fire marshal's requirements and recommendations



Drill Announcements



❖ HOLD

➤ ANNOUNCEMENT

- HOLD! In your room or area. Clear the halls.

➤ ACTION

■ Students

- Clear the hallways and remain in the room or area until the “All Clear” is announced.
- Do business as usual.

■ Adults

- Close and lock the door.
- Account for students and adults.
- Do business as usual



❖ SECURE

➤ ANNOUNCEMENT

- SECURE! (Lockout) Get inside. Lock outside doors.

➤ ACTION

■ Students

- Return to the inside of the building
- Do business as usual

■ Adults



- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



❖ LOCKDOWN

➤ ANNOUNCEMENT

- LOCKDOWN! Locks, lights, out of sight.

➤ ACTION

■ Students

- Move away from sight
- Maintain silence
- Do not open the door

■ Adults

- Recover students from the hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend





❖ EVACUATE

➤ ANNOUNCEMENT

- EVACUATE! (A location may be specified)

➤ ACTION

■ Students

- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

■ Adults

- Lead students to the evacuation location
- Account for the students and adults
- Notify if missing, extra or injured students or adults



❖ SHELTER

➤ ANNOUNCEMENT

- SHELTER! Hazard and safety strategy.

➤ ACTION

■ Students

- Use appropriate safety strategy
- Tornado – Evacuate to the shelter area
- Hazmat – Seal the room
- Earthquake – Drop, cover and hold
- Tsunami – Get to high ground

■ Adults

- Lead safety strategy
- Account for the students and adults
- Notify if missing, extra or injured students or adults



The Standard Response Protocol

Texas School Safety Center

[Video](#)

Standard Response Protocols PDFs

[English](#)

[Spanish](#)

EMERGENCY NUMBERS

Hutto Police Department (emergency) 9-1-1

Non-Emergency 512- 846-2057

Hutto Fire Department 9-1-1

Hutto Fire Non-Emergency 512- 759-2059

Williamson County Sheriff 9-1-1

Non-Emergency 512-864-8282

Poison Control Center 1-800-222-8282

Williamson County Animal Control 512-864-8282

Oncor Electric 1-888-313-4747

Atmos Energy 1-866-322-8667

Texas Gas Service 1-800-959-5325

Williamson County Crime Stoppers 512-253-7867

National Suicide Prevention Lifeline 988

Texas Department Family Protective Services 1-800-252-5400

National Center for Missing & Exploited Children 1-800-843-5678



Hutto ISD After Hrs. Emergency Numbers 512-759-2059

Hutto ISD Transportation 512-759-2105

EMERGENCY OPERATIONS

Hutto ISD Emergency Operations Plans, Annexes, and Response Protocols, as well as supporting documentation, are built, maintained, and updated in accordance with Federal and State laws and are subject to guidance and oversight by the Texas State School Safety Center. Hutto ISD has also adopted the use of NIMS (the National Incident Management System) and as such utilizes the ICS (Incident Command Systems) for all incident responses and in the district's All-Hazard planning.

HEALTH SERVICES

❖ AED

- All Hutto ISD campuses are equipped with at least one Automatic External Defibrillator.

❖ BLEED CONTROL KITS

- All Hutto ISD campuses are equipped with at least one Bleeding Control Station.

❖ COMMUNICABLE DISEASES

- Hutto ISD campus nurses are required to exclude students with communicable diseases from school in accordance with the Department of State Health Services Communicable Disease Chart.
 - COVID-19 exclusion is currently 5 days for students.
 - TEA Public Health [Guidelines](#)
 - Monkeypox [FAQs](#)

❖ EMERGENCY CONTACTS

- Parents and guardians are encouraged to update emergency contacts for their student(s) annually.
- Emergency contacts will be contacted in the order listed in the event of an emergency if parents/guardians are unavailable.

❖ IMMUNIZATIONS

- Texas school and child-care facility [immunization requirements](#) are determined by



the state legislature and set by the Texas Department of State Health Services, in conjunction with the Texas Education Agency.

- All immunizations must be completed by the first date of attendance.
- Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of
- the Texas Administrative Code, respectively, and online at [Texas Department Health and Human Services](#).

❖ MEDICATION

- Except for approved emergency medications, Hutto ISD students are not allowed to carry medication on school property including over-the-counter medications and cough drops.
- All medications must be turned in to the campus nurse.
- Unclaimed medications are discarded on the last day of school.

IDENTIFICATION

Staff members must wear employee badges on the collar, front pocket, or on a lanyard at all times. Badges may not be worn waist, on belts, or on wristlets.

Badges are not to be given to other staff members or students to use, these items should be on your person at all times.

Lost or stolen badges must be reported to the Safety Department immediately.

Lost/Broken Badge will have a \$15 replacement cost, if it is found the card is not working due to an error of the card, the replacement fee will be waived.

Student ID cards will be issued to students in grades 6th through 12. Secondary students must have their student IDs with them at all times. The district will print ID cards for 6th graders, 9th graders, and junior students.

KEYS

Keys are not to be given to other staff members or students to use, these items should be on your person at all times.



Lost or stolen keys must be reported to the Safety Department immediately.

Key(s) will have a \$25 [replacement fee](#) per key.

LUNCH

Parents and guardians may eat lunch with their students at the discretion of the building administrator. Outside food is allowed for your student only.

Hutto High School has adopted an open campus policy, as a privilege for students with senior status.

All underclassmen (9th, and 10th-grade students) are prohibited from leaving school grounds during the school day unless they are signed out by a parent or guardian. Any senior who takes an underclassman or non-privileged senior off school grounds with them will immediately and permanently lose their open campus and lunch privilege.

MAINTENANCE WORK ORDERS

Hutto ISD Staff may submit maintenance work order requests 24 hours a day 7 days a week using the following [link](#).

PARKING

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to the search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent or guardian will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

District parking lots will be monitored by campus administration and campus safety officers.

REPORTING TOOLS



Anonymous Alerts[®]

Students or parents in the school community can anonymously submit any suspicious activity, bullying, or other student-related issues to a school administrator(s). We encourage you to report important issues. Once you complete the contact form below, you will receive a confirmation that your information has been submitted to the school district.



SAFETY TEAMS

- ❖ District Safety Committee
 - The District Safety Committee is a working group of diverse individuals that serves the members of its school district by helping create and maintain a safe and secure school climate and culture for staff and students.
 - The committee, to the greatest extent practical, must include:
 - The city or county's office of emergency management – at least one representative



- The local police department or sheriff's office – at least one representative
- From the board of trustees – the president and at least one other representative of the board
- The district superintendent
- From the district - one or more designees of the superintendent, one must be a classroom teacher from the district
- Parents or guardians of currently enrolled students – at least two
- If the district has an instructional partnership with an open-enrollment charter school – a member of the charter schools' governing body, or their designee
- If the district has its own police department – at least one representative
- Other collaborative partners may be included and the size of the committee may be adjusted according to the size of the district.

❖ Safe and Supportive Schools Program

- The board of trustees shall establish a safe and supportive school team to conduct threat assessments at each campus of the district. The team may serve more than one campus, provided that each district campus is provided a team. This is to be a collaborative, positive process and should not be seen as a disciplinarian team.
- The Superintendent shall ensure that members who conduct threat assessments have expertise in the areas below to the greatest extent possible. A team member may have more than one area of expertise. It is essential that there are multiple perspectives and experiences when working the assessment process. Some members may be considered ad hoc.
 - School Counseling
 - Behavior Management
 - Behavioral Health
 - Mental Health and Substance Abuse
 - Classroom Instruction
 - Special Education
 - School Administration
 - School Safety and Security
 - Emergency Management
 - Law Enforcement



- Human Resources
- General education

SCHOOL-BASED LAW ENFORCEMENT

- ❖ School-Based Incident [Flow Chart](#)

STADIUM PROCEDURES

- ❖ Policies and Procedures
 - Tailgating is not allowed at any time in the parking lot of the stadium or on school grounds.
 - Fans that enter on the East side of the stadium (Visitor) will not be allowed to cross over to the West side of the stadium (Home) and vice versa.
 - Animals are not permitted in Hutto Memorial Stadium with the exception of service animals and service animals in training.
 - Guests can exit the stadium at any time however they must purchase an additional ticket for re-entry.
 - Authorized staff and special guests will only be permitted on the playing surface.
 - Banners & flags brought into the stadium may not be tied to any fencing area in or outside of the stadium.
 - The stadium will close 30 minutes after the game(s) have ended and all gates will be closed and locked.
- ❖ Clear Bag Policy
 - Hutto Memorial Stadium institutes a clear bag policy that limits the size and types of bags entering the stadium. Hutto ISD strongly encourages fans to not bring any type of bag to the venue however, should bags be needed, approved items include:
 - Clear plastic, vinyl or PVC totes that do not exceed 12" x 6" x 12".
 - Clear one-gallon re-sealable storage bag.
 - Small clutch purses/bags approximately the size of a hand - not to exceed 4.5" x 6.5" in size - with or without a handle or strap.
 - Prohibited bags include but are not limited to purses larger than a clutch bag, coolers, briefcases, backpacks, fanny packs, cinch bags, luggage of



any kind, computer bags, or any bag larger than the permissible size.

- Diaper bags and camera bags will be allowed and are subject to search upon arrival.
- Due to security reasons, bags that are abandoned will be discarded immediately.

❖ Prohibited Items

- Bags & purses larger than permissible size, alcoholic beverages, outside food and drink items*, bottles, cans, beverage containers of any kind*, coolers*weapons of any kind, laser pointers, footballs, noisemakers, tripods, monopods, No baby powder (unless in diaper bag), compressed gas tanks and no stools.
 - *Exceptions will be made for guests with special medical needs
- No outside food/drinks are allowed. YETIs and other similar containers are prohibited.
- Shakers are allowed with the approval of an administrator should something be questionable.
- No backpacks, skateboards, or bikes are allowed in the stadium.

❖ Code of conduct

- Hutto Memorial Stadium is committed to creating a safe, comfortable and enjoyable experience for all our guests.
- Our staff will proactively support an environment free from the following behaviors:
 - Abuse, foul or distributive language, obscene gestures, intoxication or other signs of impairment related to alcohol consumption, fighting, taunting or threatening remarks or gestures, sitting in a location other than the guest's ticketed seats, displays of affection not appropriate in a public setting, obscene or indecent clothing, any disruption to the process of the event by the guest's actions.



CLEAR BAG POLICY

Approved Bags

Large Bags

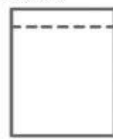
To bring bags to all Hutto ISD venues, bags must be clear and not exceed 12 in. (by 6 in. by 12 in.). One bag per person. Bags must be clear plastic, vinyl or PVC and have a maximum of one logo imprint not exceeding 4.5 in. tall x 3.4 in. wide.

One Gallon Clear Ziplock

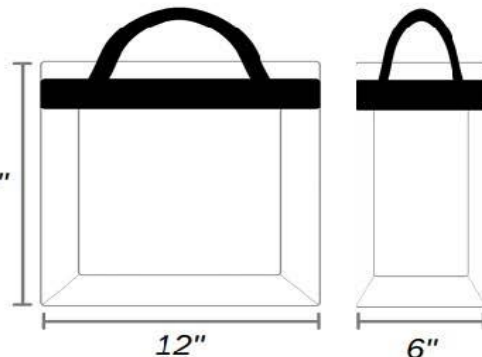
Clear one-gallon resealable plastic storage bags are allowed.

Small Bags

Small clutch bags or purses do not have to be clear but cannot exceed 4.5" x 6.5"



12"



12"

6"



Non-Approved Bags

All non-clear and/or larger than those shown above.



Backpack



Large Tote Bag



Printed Pattern Plastic Bag



Reusable Grocery Tote



Mesh or Straw Bag



Duffle Bag



Solid Color Cinch Bag



Purse



Colored Plastic Storage Bag

Exceptions to the clear bag policy will be made for credentialed media and those with necessary medical items. Parents with babies/toddlers will be allowed a diaper bag.

All bags are subject to an inspection at designated areas.

STANDARD RESPONSE PROTOCOLS

Hutto ISD utilizes the i love u guys Foundation [Standard Response Protocols](#)



SHELTER EVACUATE LOCKDOWN SECURE HOLD

TEXAS EDUCATION AGENCY SAFETY REQUIREMENTS

1. TEC 37.108 (a) mandates a Multi-hazard Emergency Operations Plan that addresses: mitigation/prevention, preparedness, response, and recovery.
2. TEC 37.108 (a)(1) mandates key personnel are identified for specific emergency functions and responsibilities and that every campus and key facility within a district shall schedule appropriate drills and exercises each school year.
3. TEC 37.108 (a)(3) mandates that the plan must provide measures to ensure coordination with the Department of Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.
4. TEC 37.108 (b) (c) mandates that a school district conducts a security audit of the district's facilities at least once every three years and the audit results are reported to the Board of Trustees.
5. TEC 37.108 (c-2) mandates the disclosure of a document relating to a school district's multi-hazard emergency operation plan for verification of key areas. This summary meets the requirement.
6. TEC 37.109 mandates a safety and security committee that meets regularly.
7. TEC 38.022 mandates visitor policies and procedures for school visitors and access.
8. TEC 37.115 mandates every District to have a Threat Assessment and Safe and Supportive School Program and Team.

VISITOR MANAGEMENT

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the



school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, campus safety officer, or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding the refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL). A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 days of the commencement of the appeal if the grievance is not resolved at a previous level.

RESOURCES

- ❖ [Anonymous Alerts](#)
- ❖ [Community Mental Health and Safety Resources](#)
- ❖ I love u guys [Foundation](#)
- ❖ Parent Resources
- ❖ Texas School [Safety Center](#)



FAQS

* To the extent possible, general safety questions will be answered and posted on the Hutto ISD Safety page. Tactical and internal processes will not be posted publicly.

1. What type of drills will my student's school do?
2. How do I report bullying to my student's campus?
 - a. Cases may be reported directly to the campus administrator or online using the Anonymous Alerts system.
3. Where can I sign up to receive emergency notifications?
 - a. Families can opt into campus communications using the ParentSquare platform. Emergency notifications will be sent to the contacts as listed in Skyward so please review and update your student's information as needed.
4. How do I contact my student's counselor?
 - a. Contact information for school counselors can be found on each campus website under the About section and "Counseling & Guidance."
5. Where can my student get a parking pass?

Safety Plan questions may be submitted to: [email](#).