

**Lubbock ISD**

**Multi-Hazard  
Emergency Operations Plan  
(EOP)**

**Basic Plan**

**October 2020**

## PROMULGATION STATEMENT

Lubbock 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, and all staff, including substitute teachers, must be prepared to respond to an incident efficiently and effectively. Through its emergency management program, the district strives to ensure that Lubbock ISD continues to provide a safe, orderly environment for students, staff, visitors that also supports the community. The district emergency management program is comprehensive, multi-hazard, and embraces local, state, and federal standards as well as proven practices including all phases of emergency management.

This plan is known as the Lubbock ISD Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the district's intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The district's planning process is supported by collaboration, training, and exercise. This plan is designed to allow for integration with local, state, and federal emergency management and continuity of operations plans. The district EOP and related documents are reviewed at least annually by the District's School Safety and Security Committee, as set forth in Chapter 37.108 of the Texas Education Code and updated as required by the district.

The Superintendent is responsible for approving and ensuring promulgation of this plan, which supersedes all previous district emergency plans. If any portion of the Multi-Hazard Emergency Operations Plan or support documents are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the plan. The superintendent may designate, in writing, an individual who assumes the role of district emergency management coordinator (EMC) and is authorized to develop and distribute plan changes and updates. However, comprehensive or major revisions will be signed by the Superintendent.

\_\_\_\_\_  
Superintendent

Date Signed \_\_\_\_\_

\_\_\_\_\_  
School Board President

Date Signed \_\_\_\_\_

## APPROVAL & IMPLEMENTATION

### BASIC PLAN

This Basic Plan is hereby approved for implementation and supersedes all previous editions.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Management Coordinator  
Stacy Carter, Director of School Safety and Security

Concurred: \_\_\_\_\_ Date: \_\_\_\_\_

Safety and Security Committee Chair  
Lynn Akin, Assistant Superintendent of School Support

## RECORD OF CHANGES: BASIC PLAN

### RECORD OF CHANGES

The record of changes captures changes, updates, reviews, and revisions made to this plan, as well as verifies the plan has been reviewed every twelve months in accordance with Education Code 37.108(c-2)(2).

Change Number	Date of Change	Name	Summary of Change
1	03/2020	Stacy Carter	Addition of Communicable Disease Annex
2	07/2020	Stacy Carter	Annual EOP Review and Update
3	10/2020	Stacy Carter	Update to EOP based on the TxSSC EOP Comment Report received on 09/28/2020

### RECORD OF DISTRIBUTION

Updated or revised plans must be distributed district wide.

Title and Name of Person Receiving the Plan	Agency (school office, government agency, or private-sector entity)	Date of Delivery	Number of Copies Delivered
All District Employees	Lubbock ISD	December 1, 2020	1
Chief Floyd Mitchell	Lubbock Police Department (LPD)	December 1, 2020	1
Chief Shaun Fogerson	Lubbock Fire Rescue (LRF)	December 1, 2020	1
EMO Coordinator Clint Thetford	Lubbock County Sheriff's Department	December 1, 2020	1
Joe Moudy	City Emergency Management Coordinator	December 1, 2020	1
Assistant Fire Marshal Alan Martin	Fire Marshal Office (FMO)	December 1, 2020	1
Troy Talley	Sodexo	December 1, 2020	1
Lori Johnson	Aramark	December 1, 2020	1
Laura Cortez	Durham	December 1, 2020	1

TABLE OF CONTENTS.....	5
1.0 PURPOSE.....	6
2.0 LEGAL AUTHORITY.....	7
3.0 EXPLANATION OF TERMS.....	9
4.0 SITUATION AND ASSUMPTIONS.....	13
5.0 CONCEPT OF OPERATIONS.....	22
6.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	27
7.0 DIRECTION AND CONTROL.....	47
8.0 COMMUNICATIONS AND PUBLIC INFORMATION.....	49
9.0 ADMINISTRATION AND SUPPORT.....	50
10.0 DEVELOPMENT AND MAINTENANCE.....	52
11.0 LIST OF APPENDICES.....	53
12.0 ANNEXES.....	53
APPENDICES TO THE BASIC PLAN.....	55
APPENDIX 1: FACILITY MAPS.....	56
APPENDIX 2: CAMPUS MAPS.....	57
APPENDIX 3: DISTRICT’S AGREEMENTS.....	58
APPENDIX 4: SAFETY AND SECURITY COMMITTEE.....	59
APPENDIX 5: DISTRICT REVIEW / AUDIT RECORDS.....	60
ANNEXES.....	62
COMMUNICATION ANNEX.....	63
EVACUATION ANNEX.....	66
REUNIFICATION ANNEX.....	68
RECOVERY ANNEX.....	70
TRAINING AND EXERCISES ANNEX.....	73
FACILITY ACCESS MANAGEMENT ANNEX.....	76
PHYSICAL AND PSYCHOLOGICAL SAFETY ANNEX.....	78
CONTINUITY OF OPERATIONS PLAN (COOP) ANNEX.....	81
HAZARDOUS MATERIALS/TRAIN DERAILMENT ANNEX.....	102
SEVERE WEATHER ANNEX.....	106
BIOLOGICAL ANNEX.....	108
FLOOD ANNEX.....	111
ACTIVE SHOOTER ANNEX.....	113
LOCKDOWN ANNEX.....	115
BOMB THREAT ANNEX.....	117
HOSTAGE ANNEX.....	119
EARTHQUAKE ANNEX.....	121
TERRORISM THREAT LEVEL ANNEX.....	122

EXPLOSION ANNEX ..... 124

BUS ACCIDENT ANNEX ..... 126

INFECTIOUS/COMMUNICABLE DISEASE ANNEX ..... 130

CYBERSECURITY ANNEX ..... 146

IT SYSTEMS FAILURE ANNEX..... 147

CIVIL UNREST ANNEX ..... 148

UTILITIES LOST ANNEX..... 149

## 1.0 PURPOSE

The purpose of the District's Emergency Operations Plan (EOP) is to educate and inform on what to do before, during, and after an incident by outlining the responsibilities and duties of the district administrators, staff, substitute teachers, students, response agencies, and the community. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

The plan addresses the process for developing and maintaining capabilities for a whole-community approach during all phases of emergency management. The plan addresses capabilities needed for mitigation, prevention, preparedness, response, and recovery activities and addresses processes for identifying and meeting training needs. The process and schedule for developing, conducting, and evaluating drills and exercises are addressed. The EOP addresses operational considerations and infrastructure activities designed to mitigate the impacts of hazards that the district faces.

Lubbock ISD will review and update the plan and support documents in a way that is consistent with district policy. Revisions will enhance the district's ability to support all phases of emergency management.

### A. Scope

This plan is applicable to all district sites and ensures that individuals with disabilities and those with access and functional needs are addressed. This plan includes a hazard analysis, which identifies district specific hazards and addresses those in the basic plan, annexes, and appendices.

### B. Goal

The goal of this plan is to identify district-centered emergency management practices, relationships, responsibilities, and general considerations for the district and for facilities, campuses, and departments to integrate emergency management into their emergency plans in order to minimize the loss of life and damage to property.

## 2.0 LEGAL AUTHORITY

### A. Local laws

1. Inter-local Agreements and Contracts
2. Local and Legal Policies

### B. State

1. Texas Education Code, Chapter 37:
  - i. Education Code 37.108(a) states that a district shall adopt and implement a multi-hazard emergency operations plan for use in the district's facilities. The plan must address mitigation, prevention, preparedness, response, and recovery.
  - ii. Education Code 37.108(c-2) states that a document relating to a district's multi-hazard emergency operations plan is subject to disclosure if the document enables a person to:
    1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including the Department of State Health Services, local emergency services agencies, law enforcement agencies, health departments, and fire departments. See the district's Open Records Policy Appendix.
  - iii. Education Code 37.108(c-2)(7) verify that the district has completed a safety and security audit under Subsection (b) and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the district's board of trustees. See the district's Open Records Policy Appendix.
2. Texas Education Code, Chapter 38
3. Texas Government Code, Chapter 418
4. Texas Government Code, Chapter 421
5. Texas Government Code, Chapter 433
6. Texas Government Code, Chapter 791
7. The Texas Homeland Security Strategic Plan, 2010-2015, Section 3.2.4 Objective 2.4: Enhance the Safety of Schools in Texas
8. Texas School Safety Standards, 2010
9. Executive Order of the Governor Relating to the National Incident Management System
10. Executive Order of the Governor Relating to Emergency Management

### C. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. Homeland Security Presidential Directive 5: Management of Domestic Incidents
3. Presidential Policy Directive 8: National Preparedness
4. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
5. Emergency Management and Assistance, 44 CFR
6. Homeland Security Act of 2002



7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Plan
10. National Response Framework
11. National Recovery Plan

### 3.0 EXPLANATION OF TERMS

#### A. Acronyms

AAR	After-Action Report
AED	Automated External Defibrillators
ARC	American Red Cross
CIP	Campus Improvement Plan
DIP	District Improvement Plan
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOPT	Emergency Operations Planning Team
EPG	Executive Policy Group
ESPED	Frontline Special Education and Interventions V3
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
DDC	Disaster District Committee
DHS	Department of Homeland Security
HAZMAT	Hazardous Material
HHSC	Health and Human Services Commission
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Directive – 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NRF	National Response Framework
NRP	National Response Plan
OSHA	Occupational Safety and Health Administration
PBIS	Positive Behavioral Interventions and Supports
PIO	Public Information Officer
SDS	Safety Data Sheet
SOC	State Operations Center
SOP	Standard Operating Procedures
SRM	Standard Reunification Method
SSSC	School Safety and Security Committee

SSSP	Safe and Supportive School Program
TAT	Threat Assessment Team
TEA	Texas Education Agency
TEAMS	Frontline Student Information System
TEC	Texas Education Code
TRRN	Texas Regional Response Network
TXSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

1. **Agreement:** An agreement can consist of a contract, MAA, or MOU between the district and another entity.
2. **Area Command:** An organization established to oversee the management of multiple incidents each being managed by an ICS organization or to oversee the management of large multiple incidents to which several Incident Management teams have been assigned.
3. **Basic Plan:** This multi-hazard plan is also referred to as the Multi-Hazard Emergency Operations Plan.
4. **Campus Emergency Operations Plan/Safety Plan (EOP):** Developed with support from the Texas School Safety Center and NaviGate 360. This plan will consist of Standard Operating Procedures (SOPS) that are site-specific, protected under confidentiality guidelines as an attachment to this Basic Plan.
5. **Drill:** A drill is typically operations based and designed to practice certain tasks or routines, such as a lock-down.
6. **Emergency:** Any incident that requires responsive action to protect life or property.
7. **Emergency Operations Center (EOC):** Specifically equipped facilities from which government and district officials exercise direction, control, and coordinate necessary resources in an emergency.
8. **EOP Planning Team:** The district's EOP Planning Team represents the personnel tasked with writing, reviewing, and updating the district's EOP. This team can mirror the district's Safety and Security Committee.
9. **Evacuate:** SRP protocol that is followed when there is a fire or other hazardous situation INSIDE the building, such as a bomb threat. All students and staff will exit the building and report to their designated rally locations outside the building. An evacuation drill, without the use of a pull station, will be conducted once per school year.
10. **Exercise:** An exercise is a hypothetical emergency scenario designed to encourage practical applications from lessons learned from drills such as a tabletop exercise. This could mirror an existing team such as the Safety and Security Committee.
11. **Fire Drill:** To be conducted each month in which there are at least 10 instructional days. The first drill shall be conducted within the first 10 days of the start of a new school year. These drills shall be conducted with the use of various pull stations throughout the building.
12. **Function:** A function is a critical activity that needs to be accomplished during an incident.
13. **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
14. **Hazard Analysis:** A systematic identification and analysis of existing and potential hazards, threats, and vulnerabilities to a school district and/or particular facility.

- This analysis serves as the basis for developing the Emergency Operations Plan (EOP).
15. **Hazardous Material (HAZMAT):** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property.
  16. **Hold:** SRP protocol that is followed when there is an incident occurring INSIDE the campus that students should not be exposed to, such as a medical emergency. All doors are to be locked and secured and business within the classroom will continue as normal. Drills must be conducted twice per school year, one during the fall semester and one during the spring semester.
  17. **Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action.
  18. **Incident Action Plan:** An IAP formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.
  19. **Incident Commander:** The IC has responsibility for the management of all emergency activities.
  20. **Incident Command Post:** The ICP is the location where the primary functions are performed.
  21. **Incident Command System:** ICS is the response infrastructure designed under the National Incident Management System to facilitate effective and efficient management of an incident.
  22. **Incident Command System Forms:** These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities.
  23. **Inter-local Agreement:** Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergencies for tasks that must be performed to control the situation.
  24. **Lockdown:** SRP protocol that is followed when there is an active threat INSIDE the campus/facility. All doors are to be locked and secured, lights are turned off, students and staff are to get out of sight. Drills must be conducted twice per school year, one during the fall semester and one during the spring semester.
  25. **Lockout:** SRP protocol that is followed when there is an active threat OUTSIDE the campus/facility. We will secure the perimeter of the facility and continue with business as usual inside the building. Drills must be conducted twice per school year, one during the fall semester and one during the spring semester.
  26. **Mutual Aid Agreement:** An MAA commit parties to a mutually beneficial, cooperative agreement. The agreement is usually to provide staff, resources, and/or services during an emergency with the expectation of a future reciprocal exchange of comparable value, if needed.
  27. **Memorandum of Understanding:** An MOU is a written agreement designed to ensure that needed resources are available.
  28. **National Incident Management System:** NIMS coordinates emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.
  29. **National Response Framework:** NRF is a guide to how the nation will conduct all-hazards incident response including the development of policies, plans, and procedures governing how to effectively allocate and provide resources.

30. **Polling Places:** When a campus is designated as a polling place, the district will select a place on the campus that is detached from the building, such as a gymnasium, to prevent public access to area(s) where students are present. This will also make sure that the disruption to safe school operations is minimal.
31. **President's Homeland Security Directive 5:** A presidential order that established a single, comprehensive national Incident Management System and requires all federal departments make adoption of the NIMS by state, tribal, and local organizations a condition for federal preparedness assistance through grants, contracts, and other activities.
32. **Public Information:** Information disseminated to the public via the news media before, during, and/or after an emergency or disaster.
33. **Relocation Site:** A pre-determined site away from campus, that is within walking distance, that will be used as a rally point for a campus that has been evacuated for an extended period of time. A conversation about the location of the relocation site will happen at the beginning of each school year, during back to school orientation.
34. **Reunification Site:** A pre-determined site used for family reunification.
35. **Shelter:** SRP protocol that is followed when there is a threat OUTSIDE the building, such as or tornado or HAZMAT spill. Students and staff will report to their designated shelter area for a tornado and will seal the room for a HAZMAT spill. Drills must be conducted twice per school year, one during the fall semester and one during the spring semester.
36. **Standard Operating Procedures (SOP):** Approved methods for accomplishing a task or set of tasks.
37. **Tabletop Exercise:** A discussion-based training where team members meet in an informal setting to discuss their roles during an emergency and their responses to a particular emergency situation. These exercises are to be conducted once every school year, with the assistance of the Lubbock ISD Police Department.
38. **Threat:** a natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment and/or property.
39. **Train Derailment (HAZMAT):** If a district facility is within 1,000 yards of train tracks/train station and a hazardous material is released, the measures listed in the EOP/SOP for the district will be followed.
40. **Unified Command:** The UC is a structure in which the role of the incident commander is shared by two or more individuals, having authority in a different responding agency.
41. **Vulnerability:** A feature of the district or facility that could make it susceptible to identified threats and hazards.

#### 4.0 SITUATION AND ASSUMPTIONS

##### A. Situation

To provide an effective response to an emergency or incident, this plan may be activated in part or in whole, as necessary, by the Superintendent and/or the designee.

The intent of this plan is to minimize or mitigate the effects of natural, technological, and human-caused hazards that may affect the district. The district is located within Lubbock County, Lubbock and is serviced by ESC 17. There are 6 non-campus facilities. The district has 51 campuses. The district includes individuals with disabilities, individuals with access and functional needs, including limited English proficiency. It also is recognized that schools serve as in loco parentis, the legal doctrine under which an individual assumes some parental obligations and responsibilities including those related to safeguarding children.

Lubbock Independent School District is located on a Site Acres 739.09 Building SF 5,445,807 Turf Acres 433.72 acre lot and includes 63 buildings. All classes take place in Elementary Schools (31), Middle Schools (10), High Schools (6). In addition to traditional classes, our campuses are also used for other events and gatherings such as athletic fields and gyms are used for sporting events and activities cafeterias are used for school functions, trainings and meetings, Y-Care, non-school groups, dinner and summer feeding programs libraries are used for reading programs. This school EOP shall be applicable to all buildings and all events that occur on campus, regardless of the time or day of the week, if an incident or emergency occurs.

##### B. General Population

Current enrollment at Lubbock Independent School District is approximately 28,000 PK-12 Public School, PK-8 Charter School (LPN), other business facilities students. These students are supported by a staff and faculty consisting of:

- 2,006 Teachers and specialists
- 202 Administrators
- 1,378 Office/support staff
- 534 Instructional assistants

- 300 Cafeteria staff
- 330 Maintenance and custodial staff

#### 1. Individuals with Disabilities or Access and Functional Needs

The district's current enrollment of students and staff with disabilities and/or access and functional needs varies from campus to campus and specific numbers can be found in each Campus Emergency Operations Plan. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The district's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs in accordance with Education Code 37.108(f)(4) can be found throughout applicable annexes.

Lubbock Independent School District is committed to the safe evacuation and transport of students and staff with functional needs. The functional needs population includes, but is not limited to, students/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The list of students and staff names with functional needs along with their schedules is stored on Electronically in ESPED and on paper - campus classrooms and is located at ESPED.

A list of staff members that have been trained and assigned to assist the functional needs population during drills, exercises, and incidents is stored on Electronically - TEAMS and ESPED and is located at Eduphoria.

#### 2. District's Facilities

A map of each facility, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage,

and utility shutoffs is included in the Facility Maps Appendix and online in NaviGate 360.

<b>Name of Facility</b>	<b>Address</b>	<b>Number of Employees</b>
<b>Durham School Services</b>	5501 M.L.K Jr Blvd Lubbock, TX 79404	215
<b>Lubbock ISD Police and Safety/Facilities</b>	1801 Ave Q Lubbock, TX 79401	25
<b>Sodexo</b>	717 40 <sup>th</sup> Street Lubbock, TX 79404	330
<b>District Administration</b>	1628 19 <sup>th</sup> Street Lubbock, TX 79401	4,120
<b>Educational Support Center</b>	1715 26 <sup>th</sup> Street Lubbock, TX 79411	300
<b>Distribution</b>	610 36 <sup>th</sup> Street Lubbock, TX 79404	15

A master schedule of facilities is available at the administration building.

3. District Campuses – (Campus Worksheet to be completed by building admin)

The district has 6 high schools, 10 middle schools, and 31 elementary schools. In addition, the district has 1 vocational transition center, 2 district alternative education campuses, 1 aquatic center, 1 dance/gymnastics studio, 1 advanced technology center and TV station, and 2 special services program campus. The district also has 8 support buildings, 5 athletic facilities, and 1 agricultural center.

4. District's Hazard Summary

The district is exposed to many hazards. All the hazards listed in the table below have the potential for disrupting the district's operations. These identified hazards have been assessed by risk and likelihood and ranked accordingly. Each hazard will be addressed in its own annex.

Lubbock ISD Basic Plan - Appendices

Hazard Type	Likelihood of Occurrence	Enter Value	Estimated Impact on Public Health and Safety	Enter Value	Estimated Impact on Property/Resources	Enter Value	Criticality
<b>Natural</b>							
Extreme Heat/Drought	Unlikely = 1	<b>4.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	<b>6.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Flash Flooding	Unlikely = 1	<b>2.0</b>	Limited = 1	<b>2.0</b>	Limited = 1	<b>3.0</b>	<b>7.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Hail	Unlikely = 1	<b>3.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>3.0</b>	<b>7.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Infestation/ Disease/Pandemic Disease	Unlikely = 1	<b>2.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	<b>4.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Mold/Asbestos/Other Indoor Air Quality	Unlikely = 1	<b>3.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>3.0</b>	<b>7.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Thunderstorm/ Lightning	Unlikely = 1	<b>4.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	<b>6.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Tornado	Unlikely = 1	<b>4.0</b>	Limited = 1	<b>3.0</b>	Limited = 1	<b>3.0</b>	<b>10.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Urban Wildland Interface/Wildland Fire	Unlikely = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	<b>3.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Winter Storm	Unlikely = 1	<b>4.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>2.0</b>	<b>7.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		



Lubbock ISD Basic Plan - Appendices

Technological							
Building Collapse	Unlikely = 1	1.0	Limited = 1	2.0	Limited = 1	3.0	6.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Power Outage	Unlikely = 1	3.0	Limited = 1	1.0	Limited = 1	1.0	5.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Hacking of District or Campus Technology Systems	Unlikely = 1	4.0	Limited = 1	1.0	Limited = 1	3.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Hazardous Materials/ Chemical	Unlikely = 1	2.0	Limited = 1	2.0	Limited = 1	2.0	6.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Major Urban/ Structure Fire	Unlikely = 1	2.0	Limited = 1	3.0	Limited = 1	3.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Railroad Accident/ Derailment	Unlikely = 1	1.0	Limited = 1	1.0	Limited = 1	1.0	3.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Telecommunication Failure	Unlikely = 1	4.0	Limited = 1	1.0	Limited = 1	3.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Transportation (School Bus, Public Transit)	Unlikely = 1	4.0	Limited = 1	2.0	Limited = 1	2.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Water/ Wastewater System Failure	Unlikely = 1	4.0	Limited = 1	2.0	Limited = 1	2.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Other (Specify)	Unlikely = 1		Limited = 1		Limited = 1		0.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		

Security							
Bio Terrorism	Unlikely = 1	1.0	Limited = 1	3.0	Limited = 1	3.0	7.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Bomb Threat/ Terroristic Threat	Unlikely = 1	3.0	Limited = 1	1.0	Limited = 1	2.0	6.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Civil Disorder	Unlikely = 1	4.0	Limited = 1	2.0	Limited = 1	1.0	7.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Felony Crimes Against Property (Vandalism/Criminal Mischief)	Unlikely = 1	3.0	Limited = 1	1.0	Limited = 1	3.0	7.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Felony Crimes Against Persons (Aggravated Assault/Sexual Assault)	Unlikely = 1	4.0	Limited = 1	3.0	Limited = 1	1.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Hostage/Kidnapping	Unlikely = 1	1.0	Limited = 1	2.0	Limited = 1	1.0	4.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Mass Casualty (Active Shooter)	Unlikely = 1	1.0	Limited = 1	4.0	Limited = 1	4.0	9.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
On-Campus/Off- Campus Death (Suicide, Accidental)	Unlikely = 1	3.0	Limited = 1	4.0	Limited = 1	1.0	8.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Security Breeches/ Trespassing	Unlikely = 1	4.0	Limited = 1	1.0	Limited = 1	1.0	6.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Social Media Threats	Unlikely = 1	4.0	Limited = 1	1.0	Limited = 1	2.0	7.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Staff, Parent, Volunteer, Other Adults Stakeholder Threats	Unlikely = 1	4.0	Limited = 1	1.0	Limited = 1	2.0	7.00
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		

Student Threats	Unlikely = 1	<b>4.0</b>	Limited = 1	<b>2.0</b>	Limited = 1	<b>2.0</b>	<b>8.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Terrorism	Unlikely = 1	<b>1.0</b>	Limited = 1	<b>3.0</b>	Limited = 1	<b>2.0</b>	<b>6.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Vicinity Events	Unlikely = 1	<b>4.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	<b>6.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Weapon On Campus	Unlikely = 1	<b>2.0</b>	Limited = 1	<b>1.0</b>	Limited = 1	<b>1.0</b>	<b>4.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		
Other (Specify)	Unlikely = 1		Limited = 1		Limited = 1		<b>0.00</b>
	Occasionally = 2		Moderate = 2		Moderate = 2		
	Likely = 3		Major = 3		Major = 3		
	Highly Likely = 4		Catastrophic = 4		Catastrophic = 4		

## 5. Resources

The district has established contracts, memorandums of understanding (MOUs) and/or mutual aid agreements (MAAs) with agencies and businesses in the community to assure access to resources during an incident. A list of current agreements and available resources can be found in the District Basic Plan Agreements Appendix.

### B. Assumptions

1. The strategic-level Multi-Hazard Emergency Operations Plan (EOP) is a framework that provides guidance and structure to support the district's educational mission within a safe and secure environment.
2. As every incident is different, no single document can outline a specific chronology for response and recovery. Therefore, this plan is intended to reduce the effects of natural, technological, or human-caused incidents affecting infrastructure, safety, security, and health.
3. The district is not an emergency response organization and therefore depends upon local emergency first responders for life safety and protection, including the services of law enforcement, fire, emergency medical and public health.

4. An incident could occur at any time and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.

5. Action is required immediately to save lives and protect school property. An incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the campus affected cannot, and should not, wait for direction from district administration or local response agencies.

6. Outside assistance from local fire, law enforcement, and emergency managers will be available in most incidents. Because it takes time to request and dispatch external assistance, it is essential for the district to be prepared to carry out the initial incident response until responders arrive at the incident scene.

7. In some cases, external resources covered by mutual aid agreements will be provided when requested. On occasion, however, they may not be available. Therefore, following a major or catastrophic incident, the district or any of its campuses or facilities may have to rely on their own resources to be self-sustaining for several hours or even days.

8. There may be injuries to faculty, staff and/or students. Rapid and appropriate response may reduce the number and severity of injuries.

9. Students, staff, and visitors with disabilities and others with access and functional needs will be included in all phases of the district emergency management program and supported in the response and recovery operations.

10. Proper mitigation and prevention actions, such as creating a positive school climate, maintaining fire and health protocols, and conducting safety and security audits, may help prevent or reduce incident-related losses.

11. Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be employed during emergencies.

12. Personnel and equipment may be limited, so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks.

13. Personnel with special assignments, training, or capabilities may be asked to perform tasks other than their daily duties.

14. Whenever possible, the district will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders.

15. Faculty and staff are empowered to assess the seriousness of incidents and respond accordingly.

16. The district regularly schedules training for faculty and staff.

17. Non-district personnel who support the District, through written agreement or as identified in plans or guidelines are vetted through the district and authorized to work on its behalf. They may include representatives of local community, volunteer, or faith-based organizations.

18. During or after an incident, many of the products and services used to meet the daily needs of the district, campuses, departments, and/or facilities may not be available. Alternate sources for products and services may be utilized.

19. This plan is intended to provide guidance but does not imply performance guarantees. The district may deviate from the plan as necessary.

### C. Planning Limitations

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

### F. Outside Dependencies

During or after an incident, many of the products and services used to meet the daily needs of Lubbock Independent School District may not be available. Alternate sources for products and services will be utilized. Included below are identified critical products and services and their alternate source.

	<b>Name</b>	<b>Contact Number</b>
Electric	City of Lubbock Utilities	806.775.2509
Gas	Atmos Energy	866.322.8667
Water	City of Lubbock Utilities	806.775.2588
Transportation	Durham Transportation	806.219.0780

## 5.0 CONCEPT OF OPERATIONS

### A. District's Approach to Emergency Management

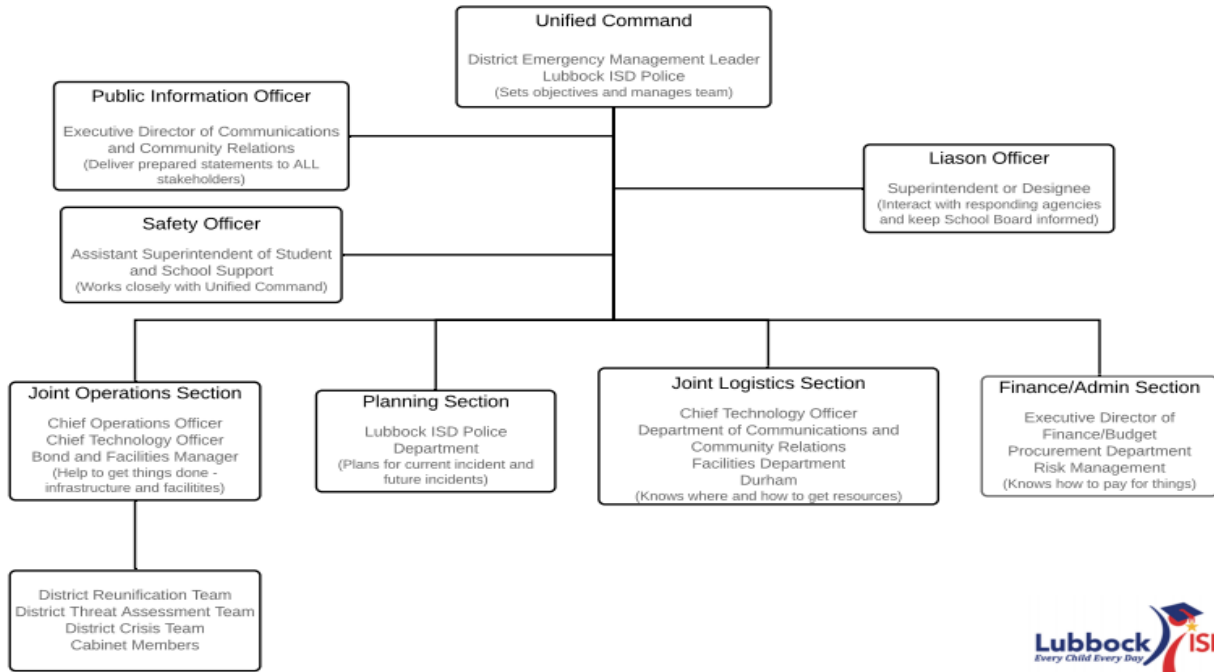
The Lubbock ISD multi-hazards emergency operations plan does not replace the responsibility of each campus, department, or facility within the district to develop and test emergency processes. To the extent possible, the same personnel and resources used for day-to-day operations will transition to response operations. Because personnel and resources are limited, some routine day-to-day operations that do not support the response may be suspended. The personnel, equipment, and supplies that would typically be required for the suspended operations will be redirected to accomplish assigned roles and responsibilities.

The Superintendent or Designee is responsible for overall emergency management planning for the district and may designate an individual to serve as the district's emergency management coordinator to support a strong district-centered emergency management program. The Superintendent or Designee may also identify individuals whose responsibilities are to support the district's emergency management program and response.

The district formally adopted the National Incident Management System (NIMS) on August 2018 in accordance with the President's Homeland Security Directive 5 (HSPD-5), Texas Governor's Executive Orders, and the National Response Framework (NRF).

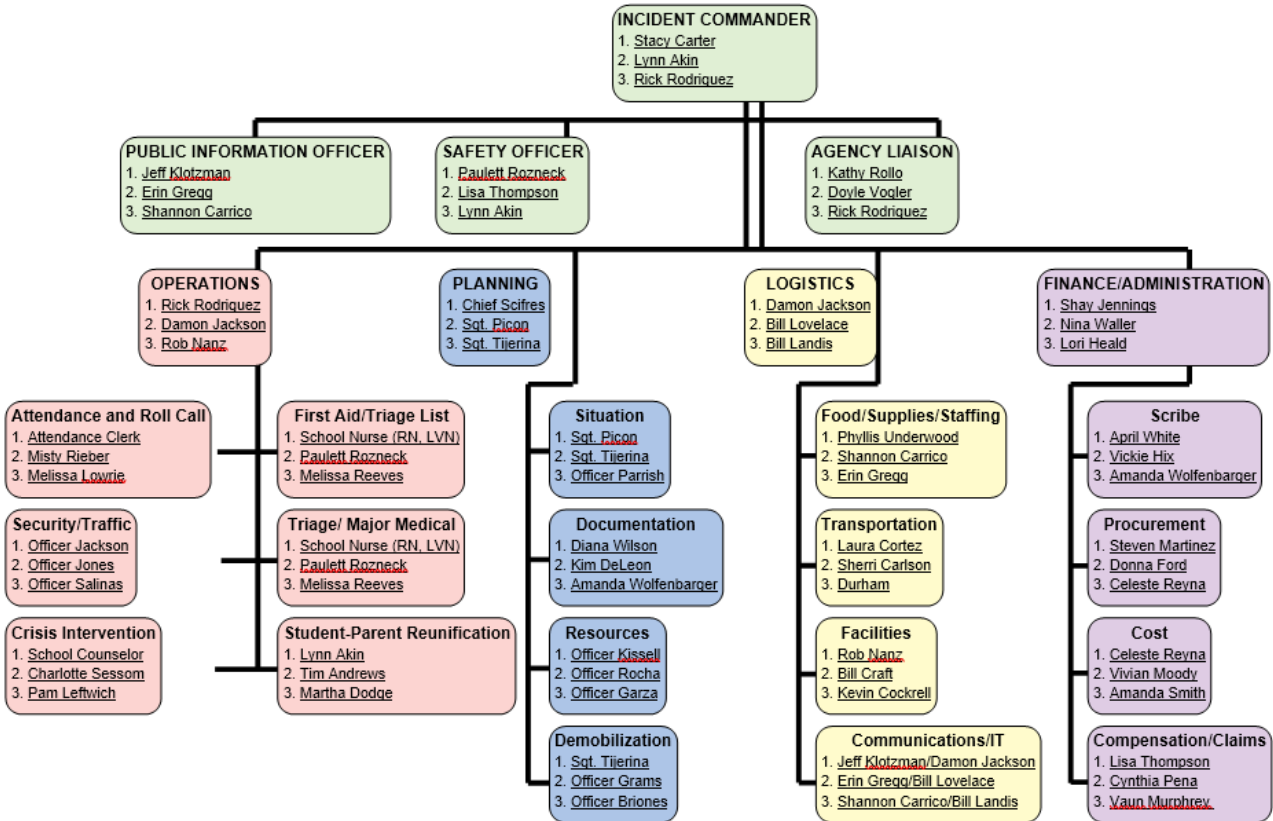
### B. District's Emergency Operations Organization

## Lubbock ISD - ICS Chart



## Incident Command System (ICS): Functional Reference

Assignment Chart for Lubbock Independent School District 2020 - 2021



### C. Actions by Phases of Emergency Management

In compliance with Education Code 37.108(a), the district has identified the following actions for all phases of emergency management.

#### 1. Mitigation Actions

Mitigation actions include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an incident and providing value to the public by creating safer communities. Mitigation actions address the cycle of disaster damage, reconstruction, and repetitive damages. These actions will have long-term sustained effects.

- Structural changes to buildings.
- Elevating utilities.
- Bracing and locking chemical cabinets.
- Hardening of facilities.
- Campus/Facility Safety and Security Audits



## 2. Prevention Actions

Prevention actions include activities to avoid an incident or to intervene to stop an incident from occurring. Prevention involves activities to protect lives and property.

- Cyberbullying prevention.
- Suicide prevention.
- Pandemic influenza/COVID-19 sanitation measures.
- Building access control procedures.

## 3. Preparedness

Preparedness actions include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during incident response.

- Conducting drills.
- Participating in exercises and training.
- Providing emergency equipment at all campuses and facilities.
- Emergency planning.

## 4. Response

Response actions include activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response includes the execution of emergency operations plans.

- Evacuations of buildings.
- Providing trauma-informed care.
- Providing transportation resources.
- Coordination with community emergency responders and other collaborative partners.

## 5. Recovery

Recovery actions include activities that address both short-term and long-term efforts for rebuilding and revitalization of the district.

- Providing crisis counseling.
- Restoration of utilities.
- Resuming educational operations.
- Providing for basic needs of students and staff.
- Reopening the district.

#### D. Readiness Levels

The Superintendent or designee is responsible for determining appropriate readiness levels based on current conditions effecting the district.

- Level 4: Normal Conditions (Regular district operations are unaffected.)

When an emergency occurs within the district during normal operations local officials are notified. One or more external departments and/or agencies may respond to manage the incident. Limited assistance may be requested from these responders. District personnel will remain alert to hazards and share concerns with administrators and/or first responders.

A flashflood watch is an example of a hazard that the district would monitor while remaining at Level 4: Normal Conditions.

- Level 3: Increased Readiness (Regular district operations are affected slightly.)

The situation presents a greater potential impact to the district but poses no Immediate impact to district operations, life, or property. The evolving situation is continuously monitored by district personnel to determine if protective measures are needed.

A weather system is moving into the area which can produce tornadic activity. The district will move to Level 3: Increased Readiness to monitor the potential impact the weather may have on outdoor sporting activities.

- Level 2: High Readiness (Regular district operations experience some level of disruption.)

The incident presents a significant potential and probability of disrupting district operations including the educational process, threatening district safety and security and/or causing the loss of life and/or property. This condition will require some degree of warning to students, staff, and parents. Incident command and safety teams are activated.

A tornado warning will result in the district moving to a Level 2: High Readiness status to monitor the potential impact the weather may have on the district.

- Level 1: Maximum Readiness (Large-scale disruption of district operations will occur.)

The incident causes wide-spread disruption to district operations. The conditions require warning to students, staff, parents, and community. The district's emergency operations center (EOC) is activated. District personnel and outside agencies are required to support operations.

A tornado emergency has been issued by the National Weather Service (NWS) or a tornado is on the ground and is causing damage in the district. Level 1: High Readiness status to respond to the impact of the weather.

E. Physical and Psychological Safety

The district takes measures to provide physical and psychological safety and support of students, district personnel, and others in the community during any emergency or disaster including the response and recovery phase. It also explains how psychological safety measures are aligned with best practice-based programs and research-based practices in accordance with Education Code 37.108(f)(6)(a).

In accordance with Education Codes 37.108(f)(2), 37.108(f)(6), 37.108(f)(6)(D), and in alignment with Section 161.325 of the Health and Safety Code, the district will describe implemented measures taken to provide professional development for staff on mental health conditions, suicide prevention, substance abuse, as well as grief-informed and trauma-informed care.

For additional information regarding physical and psychological safety refer to the Physical and Psychological Safety Annex.

F. Visitor Policy

In accordance with Education Code 37.108(c-2)(9), the district will verify provisions have been made to govern the access to all buildings and properties as well as any screening tools utilized. This should be a uniform policy implemented and followed throughout the district, on every campus.

In addition, the policy will address any school district properties utilized as a public polling place as stated in Education Code 37.108(e). This policy is an appendix to the Facility Access Management Annex.

## 6.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. This section provides an overview of organizational functions, as well as the roles and responsibilities, of district administration, faculty and staff, students, parents, first responders, and emergency management. It describes the expected actions of those impacted or responding to a district emergency.

In an emergency or disaster, one or more campuses may be damaged or need to be evacuated, individuals may be injured, and other actions may need to be initiated. District personnel are usually first on the scene of an incident in a district setting. District officials and staff are expected to take charge and manage the incident until it is resolved, or response partners arrive to manage the emergency.

Primary responsibility for an emergency function generally is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills.

All activities necessary to manage the incident must be organized and coordinated to ensure the most efficient response. The district will use the Incident Command System (ICS) for incidents occurring throughout the district.

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

<b>District Administrators and Executive Staff</b>	<b>Function / Responsibilities</b>	<b>Phase(s)</b> (Mitigation, Prevention, Preparedness, Response, Recovery)
Policy Group	a. Provide policy and strategic guidance.	All phases
	b. Help to ensure that adequate resources are available.	All phases
	c. Keep elected officials and other executives informed of the situation and decisions.	All phases
Safety and Security Committee	a. Participate on behalf of the district in developing and implementing emergency plans.	Preparedness

	b. Provide the district with campus, facilities, or support services information required in connection with a safety and security audit report.	Preparedness
Superintendent	<p>a. Develop, implement, and promote a multi-hazard district-centered emergency program where the planning process embraces each emergency management phase.</p> <p>b. Communicate to the district's School Safety and Security Committee the objectives and priorities for the district's emergency management program.</p> <p>c. Advise school board members of emergency situations and provide periodic reports as needed.</p>	<p>All Phases</p> <p>Mitigation, Prevention, Preparedness</p> <p>Response</p>
<b>District Departments</b>		
Business Services	a. Maintain records	Response
Nutrition	a. Prepare meals/snacks	Response
Human Resources	<p>a. Assist with training for new employees during the school year</p> <p>b. Maintain records</p>	<p>Preparedness</p> <p>Response</p>
Transportation	<p>a. Recall bus drivers</p> <p>b. Alter bus routes</p>	<p>Response</p> <p>Response</p>

<p>Safety and Security/Police and Safety</p>	<p>a. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of the program.</p> <p>b. Arrange, document, and track appropriate training for district emergency management personnel and emergency responders.</p> <p>c. Stay in contact with the leaders of the emergency service agencies working with the emergency.</p> <p>d. Serve as the point of contact to collaborate planning, training, and drilling with community first responders and other collaborative partners.</p> <p>e. Serve as the staff advisor to the superintendent and principal on emergency management matters.</p> <p>f. Coordinate local planning, preparedness activities, and the maintenance of this plan and ensure the plan is coordinated with the district's plans and policies.</p>	<p>Preparedness</p> <p>Preparedness</p> <p>All Phases</p> <p>All Phases</p> <p>All Phases</p> <p>All Phases</p>
<p><b>Personnel</b></p>		
<p>Counselors</p>	<p>a. Take steps to ensure the safety of students, staff, and others.</p>	<p>All phases</p> <p>Recovery</p>

	b. Assist with the reunification of students with parents/guardians.	
Nurses	<p>a. Administer first aid or emergency treatment as needed.</p> <p>b. Supervise administration of first aid by those trained to provide it.</p> <p>c. Organize first aid and medical supplies.</p>	<p>All phases</p> <p>All phases</p> <p>All phases</p>
Teachers	<p>a. Supervise students.</p> <p>b. Remain with students until directed otherwise.</p> <p>c. Take attendance when class relocates.</p>	<p>All phases</p> <p>All phases</p> <p>Response</p>
Principals	<p>a. Take steps to ensure overall safety of students and staff.</p> <p>b. Responsible for the emergency management program on their campus.</p> <p>c. Ensure development of campus site-specific plans.</p>	<p>All phases</p> <p>All phases</p> <p>Preparedness</p>
District Law Enforcement/SRO	<p>a. Coordinate law enforcement activities.</p> <p>b. Provide traffic control.</p>	<p>Response</p> <p>Response, Recovery</p>
Public Health	a. Coordinate with Lubbock ISD during an infectious disease outbreak.	Response, Recovery

- B. Lubbock ISD will use its own resources and equipment to respond to incidents until response agencies arrive. If Lubbock ISD's resources prove to be inadequate during an incident, the district will request assistance from local emergency services, other agencies, and the community in accordance with existing agreements and contracts. Such assistance includes equipment, supplies, and personnel. All agreements are entered into by authorized district officials and in writing when applicable. All pre-negotiated agreements and contracts are to remain on file in the Department of School Safety and Security.

#### Responsibilities during an Incident

In the event of activation of the District EOP, staff will be assigned to serve within the Incident Command System based on their expertise, training and the needs of the incident. Lubbock ISD departments, campuses and staff have emergency functions in addition to normal day-to-day duties. Many responsibilities are inherent to an individual's primary job. During emergencies, normal organizational arrangements will be modified to facilitate emergency operations.

#### Superintendent

The Superintendent may serve as the Incident Commander or delegate authority to a qualified individual. The Incident Commander (IC) provides guidance for emergency response, recovery and continuity of operations. In most cases, the incident commander at the campus will be the principal or their designee. In incidents where someone other than a District employee assumes command, the District will provide a liaison to the Command Post. Incidents may evolve into a Unified Command and/or Area Command depending upon the incident scope and duration.

#### District-Level Administrators and Support Staff

In most cases, the primary responsibility for an emergency function is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills. In most, but not all cases, the lead responsibility rests with the District. District-level Administrators will:

- Assume roles within the incident command structure and assign personnel to both the incident scene and/or to the District EOC, staging and/or coordination areas.
- Help sustain emergency response and recovery and facilitate continuity of operations at the scene or as part of staging and logistical support.
- Support accountability and reunification efforts for campuses and other District facilities.



The District Emergency Operations Center (EOC/Command Center – Lubbock ISD Police Department)

The District EOC may be activated for events where different emergency objectives are conducted at geographically separate locations in the District. EOC coordination also may be needed when Lubbock ISD resources are requested for emergency support outside of the District. District EOC responsibilities include:

- Command and control
- Student and staff accountability and reunification
- Parent notification and emergency public information
- Resource management
- Pre-emptive or protective actions for students and staff

State, Federal and Other Support

If additional or special resources are needed, the District will work through the City of Lubbock EOC to request or provide assistance.

Responsibilities Before, During and After an Incident

Superintendent

- Develop, implement and promote a comprehensive school-centered emergency management program.
- Advise Board of Trustees of emergencies and provide periodic reports as needed.
- Monitor situations; provide direction related to dismissing school; seek mutual aid or other outside assistance; initiate requests for assistance from other jurisdictions at all levels of government; and authorize extraneous expenditures and use of resources.
- Upon activation of the District EOC, serve as the EOC lead or assign a representative to do so.
- Ensure, without compromising the confidentiality of the plan, the public is informed about District efforts related to incidents.
- Authorize actions designed to effectively and efficiently manage an emergency, mitigate potential liabilities, losses, and execute appropriate memorandums of understanding and similar documents.
- Ensure documentation of administrative and legal activities. Assist in the gathering of information for situation or status reports and other recovery documentation.

Director of Safety and Security

- Serve as the emergency management lead for the District.

- Ensure departments and agencies participate in emergency planning, training and drills/exercises.
- Maintain documentation of administrative and legal activities. Assist in the gathering of information for situation or status reports and other recovery documentation.
- Oversee a viable emergency management program including audit reporting, plan maintenance, personnel, equipment, facility and resource needs; assigning program tasks to departments and agencies, as appropriate.
- Executive Principals will ensure campus training, plans, and drills are conducted and implemented as prescribed by the district

#### Campus Principals/Facility Managers/District Administrators

- Serve as campus emergency management lead following expectations outlined in the district/campus plan.
- Develop a safety team to assist faculty and students with access/functional needs in the event of an emergency and update plan annually.
- Coordinate training to selected personnel in the use of evacuation equipment available at the facility designed to assist faculty and students with access/functional needs.
- Maintain internal emergency plans and SOGs with provisions for communication, supplies, equipment, safety accountability and personnel support according to established criteria.
- Advise the Superintendent when a department, facility or campus cannot carry out roles as described in the planning documents, or when changing circumstances necessitate plan re-evaluation.
- Provide regular status reports on department, facility or campus resources, activities, and emergency conditions about which District administration and/or Police should be aware.
- Keep accurate financial records for responding to emergencies, including but not limited to personnel (regular and overtime, including benefit calculations), equipment, supplies and services. The documentation may be required to seek local, state and federal assistance and reimbursement
- Facilitate regular training, drills, exercises and program reviews relating to emergency operations and school safety (prevention, protection, mitigation, response, and recovery actions).
- Follow all communication and emergency protocols

#### District/Campus/Facility Staff

- Support district/campus/facility prevention, protection, mitigation, response and recovery actions.
- Assume appropriate support roles as qualified and authorized.
- Help ensure student, faculty and staff accountability and safety.
- Support emergency shelter and mass care operations.
- Support District outreach efforts to educate themselves, students and the community about ongoing District preparedness efforts.
- Participate in planning, training and exercises to become familiar with district/campus/facility emergency operations plans.
- Help ensure facilities are maintained, clean, safe and orderly.

- Support damage assessment and emergency protective measures.
- District personnel not assigned a specific function in this plan may be called upon to support emergency operations at either the campus or District levels. Volunteer agencies that traditionally coordinate efforts with Lubbock ISD and/or local government may be called upon to assist.

#### Campus Monitoring

- Campus administrators will ensure emergency management drills are conducted pursuant to the District EOP and all documentation is added to the Campus Emergency Plan Folder in Google Drive/ or documented in the Crisis Go App on a monthly basis.
- Executive Principals will monitor drills on a monthly basis and report to the Superintendent any discrepancies.
- The Police and Safety Department will monitor documentation of drills at least once each semester.

#### Extended Responsibilities for Emergency/Crisis Situations:

##### 1. Warning

- a. Primary responsibility for this function is assigned to the District Director of Safety and Security who will prepare and maintain this information in the SOP.
- b. Emergency tasks to be performed may include:
  - Receive information on emergencies.
  - Alert key district officials of emergencies.
  - Disseminate warning information and instructions to the campuses and non-instructional facilities through available warning systems.
  - Disseminate warning and instructions, via Campus Emergency Management Leader and/or Principal, to special facilities such as portables and students and staff outside the buildings.

##### 2. Communications

- a. Primary responsibility for this function is assigned to the Executive Director of Communications who will prepare and maintain the Emergency Communication Plan in the SOP.
- b. Emergency tasks to be performed may include:
  - Identify the communications systems available with the district and determine the connectivity of those systems, and ensure their interoperability.
  - Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
  - Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

##### 3. Shelter and Mass Care

Primary responsibility for this function is assigned to the Director of Safety and Security. Emergency tasks to be performed may include:

- Perform emergency shelter and mass care planning.
- Coordinate and conduct shelter and mass care operations with other district departments, community partners/agencies, and volunteer groups.

**4. Student/Family Reunification**

- a. Primary responsibility for this function is assigned to the Director of Safety and Security who will prepare and maintain this plan in the SOP.
- b. Emergency tasks to be performed may include:
  - Develop student accountability systems to include regularly updated student rosters, contact information, and authorizations for student release.
  - Ensure response forces include personnel with current training in the double-gate system of student release
  - Develop plans and procedures for security, death/injury notification and general safety at student/family reunification sites.
  - Ensure every campus and facility has primary and back-up student/family reunification sites off-campus and on-campus.
  - Ensure student/family reunification practices are incorporated into training, drills and exercises,

**5. Evacuation**

- a. Primary responsibility for this function is assigned to the Director of Safety and Security who will prepare and maintain this plan in the SOP.
- b. Emergency tasks to be performed may include:
  - Coordinate with individual(s) assigned primary responsibility for Student/Family Reunification ensuring every campus and facility has primary and back-up evacuation sites off-campus and on-campus.
  - Identify areas where evacuation has been a problem or may be in the future and determine alternatives.
  - Ensure contact information at off-campus sites is current, access to sites is ensured, and permission to use sites is kept current.
  - Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
  - Develop simplified planning procedures for ad hoc evacuations.
  - Determine emergency public information requirements.
  - Perform evacuation planning collaboratively for special needs populations (students, staff and potential special needs visitors to school facilities).

**6. Fire Safety**

- a. Primary responsibility for this function is assigned to the Director of Safety and Security, who will prepare and maintain this plan in the SOP.
- b. Emergency tasks to be performed may include:
  - Fire education/prevention activities.
  - Ensure fire detection and control equipment is in place and maintained.
  - Establish hazardous material storage and disposal processes and record keeping.

- Coordinate with local first responders---supply local fire marshal with drill records.
- Evacuation support.
- Prepare and maintain fire resource inventory.

**7. Law Enforcement/Security**

Primary responsibility for this function is assigned to the LISD Police Chief. Emergency tasks to be performed may include:

- Maintenance of school regulations, security, law and order.
- Traffic control.
- Terrorist/gang incident response.
- Provision of security for school facilities, evacuated areas, and surrounding areas.
- Access control for damaged or contaminated areas.
- Warning support.
- Post-incident reconnaissance and damage assessment.
- Prepare and maintain law enforcement resource inventory.
- Collaborate with law enforcement/security district partners.

**8. Health and Medical Services**

a. Primary responsibility for this function is assigned to the Health Services Coordinator, who will prepare and maintain this plan in the SOP.

b. Emergency tasks to be performed may include:

- Coordinate school-based with community health and medical care and EMS support during emergencies.
- Provide school health information and education.
- Coordinate and maintain records of school staff trained in required health-related topics (e.g. blood-borne pathogens, pandemic prevention).
- Develop district pandemic plan in collaboration with the City of Lubbock Health Department.
- Collaborate with community Medical Reserve Corp staff to establish co-training, drills, and exercises

**9. Public Information**

Primary responsibility for this function is assigned to the Executive Communications Director. Emergency tasks to be performed may include:

- Serve as the point-of contact with the Joint Information Center (JIC)
- Conduct on-going hazard awareness and public education programs.
- Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergencies and respond to questions relating to emergency operations.
- Provide information to the media and the public during emergencies.
- Arrange for media briefings.
- Compile print and photo documentation of emergencies.

- Develop parent information prototypic letters for relaying critical information regarding school-based emergencies (e.g. death on campus)

#### 10. Recovery

Primary responsibility for this function is assigned to the Facilities Director. Emergency tasks to be performed may include:

- Establish and train a damage assessment team using local personnel. Coordinate team efforts with state and federal damage assessment personnel dispatched to assist us.
- Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
- If damages are beyond the district's capability to address, compile information for use by our elected officials in requesting state or federal disaster assistance through the appropriate channels (RLO).
- If the district is determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies through appropriate channels to carry out authorized recovery programs.
- Ensure psychological recovery programs are offered to staff, students, and their families following incidents (e.g. death of a student).
- Develop processes for Continuity of Operations (e.g. locations for continuity of education.)

#### 11. Public Works & Engineering

Primary responsibility for this function is assigned to the Facilities Director. Emergency tasks to be performed include:

- Protect school facilities and vital equipment where possible.
- Ensure access to all facilities and shut-off valves.
- Direct temporary repair of vital facilities.
- Arrange for debris removal.
- General damage assessment support.
- Building inspection support.
- Prioritize restoration of utility service to campuses and other facilities.
- Arrange for the provision of emergency power sources where required.
- Identify requirements for emergency drinking water and portable toilets to emergency sites (campuses or other facilities) where necessary.
- Participate in campus/facility Safety and Security Audits

#### 12. Civic Support

Primary responsibility for this function is assigned to the Communications Specialist. Emergency tasks to be performed may include:

- Maintain a resource inventory for school-based emergencies in coordination with community agencies.
- Coordinate with local businesses and volunteer agencies to provide emergency services for students and district staff (Salvation Army, Red Cross).
- Ensure inter-local agreements are in place for district commitments and needs in disasters.

### 13. Resource Management

Primary responsibility for this function is assigned to the Purchasing and Contract Services Director. Emergency tasks to be performed may include:

- Maintain an inventory of emergency resources within the district.
- During emergency operations, locate supplies, equipment, and personnel to meet specific needs.
- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establish emergency purchasing procedures and coordinate emergency procurements.
- Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and campuses requiring augmentation.
- Coordinate transportation, sorting, temporary storage, and distribution of resources during emergencies.
- Establish staging areas for resources, if required.
- During emergency operations, identify needs to the Donations Management Coordinator of goods, services, and personnel
- Maintain records of emergency-related expenditures for purchases and personnel.

### 14. Human Services

Primary responsibility for this function is assigned to the Director of Counseling, College and Career Readiness. Emergency tasks to be performed may include:

- Secure emergency food supplies.
- Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
- Coordinate special care requirements for disaster victims such as special needs individuals.
- Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

### 15. Hazard Mitigation

The primary responsibility for this function is assigned to the Facilities Director. Emergency tasks to be performed may include:

- Maintain the local Hazard Analysis.

- Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
- In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
- Coordinate and carry out post-disaster hazard mitigation program.

#### **16. Hazardous Materials**

The primary responsibility for this function is assigned to Facilities Director. Emergency tasks to be performed may include:

- In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents (e.g. science lab chemical spills).
- Determine and implement requirements for personal protective equipment for district staff.
- Collaborate with district partners to determine areas at risk and which student and staff protective actions, if any, should be implemented.
- Participate in the District Safety and Security Audit.

#### **17. Search & Rescue**

The primary responsibility for this function is assigned to the Director of Safety and Security. Emergency tasks to be performed may include:

- Serve as the district point-of-contact in getting appropriate information (students unaccounted for, rosters, Situation Reports, special needs individuals) to first responders engaged in district-based search and rescue activities.
- Identify district resources that might support rescue operations.
- Work with the Operations Chief in ICS activation to coordinate external technical assistance and equipment support for search and rescue operations.

#### **18. Transportation**

The primary responsibility for this function is assigned to the Durham Director of Transportation. Emergency tasks to be performed may include:

- Identify school district and private transportation resources and coordinate their use in emergencies.
- Coordinate deployment of transportation equipment to support emergency operations.
- Establish and maintain an emergency reserve pool of drivers, maintenance personnel, parts, and tools.
- Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.

#### **19. Donations Management**



The primary responsibility for this function is assigned to the Communications Specialist and Finance Department. Emergency tasks to be performed may include:

- Create Communication Plan for collecting donations, if donation are needed (donation sites, monetary collections, etc)
- Compile resource requirements identified by Resource Management.
- Solicit donations to meet known needs.
- Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- In coordination with the Resource Management, establish a facility to receive, sort, and distribute donated goods.
- Ensure all volunteers at school district emergency incidents have been vetted and have current background checks.

## 20. Legal

The primary responsibility for this function is assigned to Superintendent. Emergency tasks to be performed may include:

- Advise district administrators and School Board of Trustees on emergency powers of district vs. local government and procedures for coordinating those measures.
- Review and brief district administrators and School Board of Trustees on possible legal issues arising from emergencies.
- Prepare and/or recommend policies to implement the emergency powers that may be required during an emergency.
- Advise district administrators and department heads on record-keeping requirements and other documentation necessary in emergencies.

C. Lubbock ISD has established a Safety and Security Committee. The committee shall:

1. Periodically provide recommendations to the district's board of trustees and district administrators regarding developing and implementing the district's EOP in accordance with Education Code 37.109(b)(1).

2. Consult with local law enforcement agencies on methods to increase law enforcement presence near district campuses.

3. Meet at least once during each academic semester and at least once during the summer. A committee established by a school district that operates schools on a year round system or in accordance with another alternative schedule shall meet at least three times during each calendar year, with an interval of at least two months between each meeting.

In accordance with Education Code 37.108(f)(8), a roster of the Safety and Security Committee members and their titles as well as the date of each committee meeting during the preceding year is provided in the Safety and Security Committee Appendix.

#### D. Expected Actions of First Responders

When an incident occurs at Lubbock Independent School District, local police, fire, and EMS departments, as well as other requested agencies will respond to the emergency. With these various agencies operating together there are the following expectations:

- The appropriate responding agency will assume command of the incident.
- The local first responders will develop an effective response to mitigate the incident in a timely manner.
- The Incident Commander will activate Unified Command as appropriate.
- Once an emergency responder agency with legal authority to assume responsibility arrives on scene, the School Incident Commander will transition command to that Incident Commander and move to serving within the incident command structure.

#### E. Expected Actions of School Administrator, Faculty, Staff, Students and Parents

##### Senior Administration/Area Superintendent

Senior administration/leadership is responsible for overseeing the entire incident and providing guidance on policy, helping resolve issues, and finding necessary resources for the School Incident Commander.

Responsibilities include:

- Provide guidance on district policy to School Incident Commander.
- Help resolve any issues or conflicts identified by the School Incident Commander.
- Identify and find necessary resources within the school district that have been requested by the School Incident Commander.
- Participate in Unified Command if/when established.

##### Principal/Building Administrator/School Incident Commander

While the principal retains the overall responsibility for the safety of students and staff, he or she may delegate certain duties to manage the incident. This allows the principal to focus on policy-level activities and interface with other agencies and parents. The principal shall coordinate between the Area Superintendent's office and the School Incident Commander.

### School Incident Commander

The principal may retain incident command or delegate it to another staff member.

Expectations include:

- Assume overall direction of all incident management activities based on procedures outlined in the School EOP.
- Take steps deemed necessary to ensure the safety of students, staff and other individuals.
- Determine whether to implement incident management protocols established in the School EOP (e.g., Evacuation, Reverse Evacuation, Shelter in Place, etc. as described more fully in the annexes).
- Arrange for transfer of students, staff and other individuals when safety is threatened by a disaster.
- Ensure communication with emergency services personnel.
- Keep the senior administration, principal and other officials informed of the situation.
- Transfer command when first responders arrive on scene.
- Participate in Unified Command if established by the Incident Commander.

### Teachers/Substitute Teachers/Teaching Assistants/Classroom Aides

Expectations include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff and other individuals in the implementation of incident management protocols established in the School EOP.
- Direct students to inside or outside assembly areas, in accordance with signals, warning, written notification or intercom orders according to procedures established in the School EOP.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander.
- Obtain first-aid services for injured students from the school nurse or person trained in first-aid. Arrange for first-aid for those unable to be moved.
- Render first-aid if necessary.

### School Secretary/Office Staff

Expectations include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander.
- Provide assistance to the principal.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

### Food Service/Cafeteria Workers

Expectations include:

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

### Students

Expectations include:

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

### Parents/Guardians

Expectations include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Read, understand and observe the school emergency guidance provided before, during and after an emergency.
- Understand their roles during a school emergency.

### Facilities and Building Operations Personnel

Expectations include:

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

### Public Information Officer

Expectations include:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Establish a media site and reception area away from the school and any established Incident Command Post.
- Develop materials for use in media briefings.
- Provide regular updates to media and school community.
- Coordinate media communications.
- Provide only information that has been approved to be released by the Incident Commander in charge of the scene.
- Monitor release of information and correct misinformation.
- Coordinate messages with the principal/senior leadership.

Student Transportation Personnel

Expectations include:

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

## 7.0 DIRECTION AND CONTROL

### A. General

To provide for the effective direction and control of an incident impacting the health and safety of the district, the district EOP will be activated. The Superintendent or designee will provide guidance for the direction and control function pursuant to NIMS and the district's emergency management program. The district will implement ICS to manage the emergency.

The first ICS trained district staff member to arrive at the scene of an incident will implement ICS and serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to district officials and local emergency responders. The IC will identify resources required and direct the on-scene response from the ICP. The district's IC will be prepared to remain as a member of unified command (UC) with expectations of remaining accountable for students, staff, and property.

In a large disaster or an incident effecting the community, the local office of emergency management may activate their EOC to manage initial response actions. A representative from the district may be sent to the local office of emergency management's EOC to support and coordinate district activities.

### B. Chain of Command

In accordance with Education Code 37.108(f)(1), the district's chain of command that designates the individual and other individuals responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable is listed below in the line of succession.

- Superintendent
- Associate Superintendent
- Chief Operations Officer

### C. Local Emergency Resources / Facilities

This district has the following emergency resources / facilities within the community to support the district during emergencies. Additional information pertaining to these emergency facilities can be found in the Facility Access Management Annex.

- District's Incident Command Post
- District's Emergency Operations Center
- Local Emergency Operations Center

### D. In accordance with Education Codes 37.108(a)(5) and TEC 37.108(c-2)(1), Lubbock ISD has the following measures in place to ensure coordination with response agencies.



Coordination involves notification of an incident, providing situational awareness, and requesting assistance if needed. These agencies include:

- Local fire departments
- Local health departments
- Local law enforcement
- Local office of emergency management
- Department of State Health Services

## 8.0 COMMUNICATIONS AND PUBLIC INFORMATION

- A. The district's Public Information Officer (PIO) is the official spokesperson for the district. The PIO communicates and interacts with all forms of public media. In the event a Joint Information Center (JIC) is established, provide a representative in the JIC and coordinate all public information releases with the JIC. The PIO will maintain a Media Roster that contains the names, telephone numbers, and email addresses of each of the media resources listed in the Communication Annex.

The EOP minimum requirement mandates implemented in Education Codes 37.108(a)(2), 37.108(a)(3) and 37.108(f)(5) will be addressed in the Communications Annex.

## 9.0 ADMINISTRATION AND SUPPORT

### A. Purchasing

The Finance Department oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for district personnel, submitting documentation for reimbursement, and recovering district records following an incident.

The district's policy on establishing agreements and contracts is established by the district department or individual designated to oversee district purchasing practices. The term "contracts" relates to any agreement for goods or services being purchased by Lubbock ISD. The Procurement Department checks for compliance with applicable laws and policies for financial coding.

Lubbock 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 sent to the Finance Department. The purchasing process is outlined in a separate document titled General Terms and Conditions for Non-Construction Solicitation and Contracts.

### B. Reporting

1. Situational Reports will be completed daily and distributed by the ICP during incidents and as requested by the IC during the emergency. The district may complete an Incident Action Plan (IAP) for incidents lasting longer than 24 hours. In addition, individuals assisting with the response and recovery may complete the FEMA ICS Forms 213, General Message and FEMA ICS 214, Activity Log.

The FEMA ICS General Message Form is used by incident personnel to transmit messages or notifications. The FEMA ICS Activity Log Form is used to record details of activities. These logs provide basic incident activity documentation, and a reference for any after-action report.

2. An After-Action Report will be conducted by the district after every major incident. The AAR captures the nature of the incident, response descriptions, outcomes (what went wrong, what worked well), and recommendations for future planning.

### C. Recordkeeping

The district is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with established local fiscal policies and standard cost accounting procedures. Recordkeeping activities include:

- Maintain accurate logs recording key incident management activities:
  - Activation and deactivation of incident policies, procedures, and resources.
  - Significant changes in the incident situation.
  - Major commitments of resources or requests for additional resources from external sources.
  - Issuance of protective action recommendations.
  - Evacuations.
  - Casualties.
  - Containment or termination of the incident.

The Finance Department is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of incident response costs. The detailed records of costs for incident management and operations include:

- Personnel costs, including overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Vital records must be protected to continue normal district operations. These include legal documents and student and staff files. Essential records should be protected and are maintained in collaboration with the Superintendent and the Chief Operations Officer. These records should be stored and kept in accordance with legal requirements for document retention. Records and documents related to the incident should be kept in the same manner and on file for as long as the district's legal department recommends.

## 10.0 DEVELOPMENT AND MAINTENANCE

- A. The Superintendent is responsible for approving and promulgating this plan.

The Department of Safety and Security will oversee and coordinate with appropriate agencies to conduct the review and update of the district's EOP. Substantive changes between the annual review periods, such as changes in roles or responsibilities, will prompt notification to stakeholders. Minor edits such as grammar or spelling changes require no notification to stakeholders. If updates of the EOP involve substantive changes, the Director of School Safety and Security will generate a draft document for distribution to relevant stakeholders for review and comment. After the review and comment period by stakeholders, the updated plan becomes effective upon completion of all signatures.

- B. The approved EOP will be disseminated following these steps:

- The EOP will be reviewed and validated by appropriate individuals and agencies, including the School Safety and Security Committee.
- Annually the EOP will be disseminated to appropriate individuals and agencies.
- The planning team will obtain plan approval from appropriate individuals and agencies.
- The EOP will be distributed to appropriate individuals and agencies.
- The Record of Distribution table will be used to track who has received the EOP.

- C. Each update and change to the EOP will be tracked using the Record of Changes table. The record of changes will include:

- The change numbers.
- The date of the change.
- The name of the person or the agency who made the change.
- A summary of the change.

- D. The EOP will be reviewed annually by the district's EOP planning team, response agencies, and others having roles and responsibilities in the EOP. The Superintendent will establish a schedule for annual review of the EOP, in accordance with Education Code 37.108(c-2)(8). The District Review/Audit Records Appendix will contain a certification statement showing improvement based on deficiencies identified during an incident, during trainings, during exercises; or when hazards, resources, or capabilities have been changed. This statement will include the date the recommended changes were reported to the district's board of trustees, as well as the information reflecting the district's board of trustees' recommendations for improvement.

- E. In addition to the annual review of the district's EOP listed above, the district will also implement a safety and security audit of all district facilities to be completed at least once every three years in compliance with Education Code 37.108(a)(6). A certification statement providing the date the audit was complete, who conducted the audit and the date the results of the audit were submitted to the district's board of trustees is also included on the District Review/Audit Records Appendix.