

# **EMERGENCY OPERATIONS PLAN**

**MERKEL INDEPENDENT SCHOOL DISTRICT**

**Promulgation Statement**

Merkel Independent School District is committed to the safety and security of students, faculty, staff, and visitors in its facilities. In order to support that commitment, the School Board of Trustees has asked for a thorough review of Merkel ISD’s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural, technological, and security hazards.

Officials of Merkel ISD, along with local government officials and cooperating volunteer and private organizations, have planned collaboratively to develop an emergency operations plan in order to address the four phases of emergency management—prevention/mitigation, preparedness, response, and recovery. The Emergency Operations Plan that follows, when implemented with fidelity and updated annually, is intended to assist school administration in accomplishing one of their primary responsibilities—protecting lives and property of students, staff, and visitors. We support its recommendations and commit the Merkel ISD’s resources to ongoing training, exercises, and maintenance required to keep it current.

\_\_\_\_\_  
SUPERINTENDENT OR DESIGNEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LOCAL EMERGENCY MANAGEMENT

\_\_\_\_\_  
DATE

# APPROVAL AND IMPLEMENTATION

## Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
DATE

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SCHOOL BOARD MEMBER

\_\_\_\_\_  
DATE

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SCHOOL BOARD MEMBER

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SCHOOL BOARD MEMBER

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# BASIC PLAN

## I. AUTHORITY

### A. Federal

1. ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, (AS AMENDED), 42 U.S.C. 5121
2. EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT, 42 USC CHAPTER 116
3. EMERGENCY MANAGEMENT AND ASSISTANCE, 44 CFR
4. HOMELAND SECURITY ACT OF 2002
5. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE. *HSPD-5*, MANAGEMENT OF DOMESTIC INCIDENTS
6. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE, *HSPD-3*, HOMELAND SECURITY ADVISORY SYSTEM
7. NATIONAL INCIDENT MANAGEMENT SYSTEM
8. NATIONAL RESPONSE PLAN
9. NATIONAL RESPONSE FRAMEWORK
10. NATIONAL RECOVERY PLAN

### B. State

1. GOVERNMENT CODE, CHAPTER 418 (EMERGENCY MANAGEMENT)
2. GOVERNMENT CODE, CHAPTER 421 (HOMELAND SECURITY)
3. GOVERNMENT CODE, CHAPTER 433 (STATE OF EMERGENCY)
4. GOVERNMENT CODE, CHAPTER 791 (INTER-LOCAL COOPERATION CONTRACTS)
5. EXECUTIVE ORDER OF THE GOVERNOR RELATING TO EMERGENCY MANAGEMENT
6. EXECUTIVE ORDER OF THE GOVERNOR RELATING TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM
7. ADMINISTRATIVE CODE, TITLE 37, PART 1, CHAPTER 7 (DIVISION OF EMERGENCY MANAGEMENT)
8. THE TEXAS HOMELAND SECURITY STRATEGIC PLAN, 2010-2015, SECTION 3.2.4 OBJECTIVE 2.4: ENHANCE THE SAFETY OF SCHOOLS IN TEXAS
9. TEC 37.108
10. TEXAS SCHOOL SAFETY STANDARDS, 2010

### C. Local

1. INTER-LOCAL AGREEMENTS & CONTRACTS. SEE SUMMARY, ATTACHMENT 6

### D. Merkel ISD's BOARD OF TRUSTEES

## II. PURPOSE

This Basic Plan outlines Merkel ISD's approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of Merkel ISD's methods of mitigation, preparedness, response, and recovery. The plan describes Merkel ISD's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to offer guidance to employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional annexes that describe roles and specific actions in more detail. This plan applies to all local Merkel ISD's officials, staff, and students. The primary audience for the document includes the school board, school district, school administrators, staff tasked within the document or annexes, emergency management staff, and collaborative partners in the community, including first responders, emergency management personnel, members of volunteer organizations and others who may participate in mitigation, preparedness, response, and recovery efforts. This Basic Plan outlines Merkel's approach to emergency management and operations. It has been developed to assist Merkel ISD in protecting protect its staff, students and visitors during an emergency situation. This plan takes an all-hazard approach to emergency management and addresses mitigation/prevention, preparedness, response, and recovery activities.

### Mission and Goals

1. The mission of Merkel ISD in an emergency/disaster is to:
  - a. Protect lives and property
  - b. Mitigate the effects of a disaster
  - c. Prepare for emergencies and disasters
  - d. Respond to emergencies promptly and properly
  - e. Aid in recovery from incidents, emergencies, and disasters
2. The goals of Merkel ISD are to:
  - a. Provide emergency management for students, staff, and visitors to school facilities through planning, training, drilling/exercising, and equipping to level of scale and funding
  - b. Coordinate the use of school and community resources through the four phases of emergency management
  - c. Restore normalcy, including continuity of operations and psychological recovery
  - d. Provide detailed and accurate documentation of emergencies and After Action Reports to aid in the recovery process as well as to prevent/mitigate, prepare for, respond to, and recover from future incidents more effectively.



### III. EXPLANATION OF TERMS

#### A. Acronym

AAR	AFTER ACTION REPORT
ARC	AMERICAN RED CROSS
DDC	DISASTER DISTRICT COMMITTEE
DHS	DEPARTMENT OF HOMELAND SECURITY
EOC	EMERGENCY OPERATIONS OR OPERATING CENTER
EOPT	EMERGENCY OPERATIONS PLANNING TEAM
FBI	FEDERAL BUREAU OF INVESTIGATION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZMAT	HAZARDOUS MATERIAL
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
JIC	JOINT INFORMATION CENTER
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NRP	NATIONAL RESPONSE PLAN
NRF	NATIONAL RESPONSE FRAMEWORK
OSHA	OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
PIO	PUBLIC INFORMATION OFFICER
SSSC	SCHOOL SAFETY AND SECURITY COMMITTEE
SOG	STANDARD OPERATING GUIDELINE
SOC	STATE OPERATIONS CENTER
TRRN	TEXAS REGIONAL RESPONSE NETWORK
TxSSC	TEXAS SCHOOL SAFETY CENTER

#### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
3. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
4. Emergency Situations. As used in this plan, this term is intended to describe a range of occurrences, from a minor incident to a catastrophic disaster.

5. 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.
6. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property.
7. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations for tasks that must be performed to control the situation—a “mutual aid agreement”.
8. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. These may also be referred to as Standard Operating Guidelines (SOGs).
9. Basic Plan. This multi-hazard plan is also referred to as the Basic Plan.
10. Campus Emergency Plan. Developed with support from the School Safety and Security Committee, this plan will consist of Standard Operating Procedures (SOPS) that are site—specific, protected under confidentiality guidelines as an attachment to this Basic Plan.

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

Merkel ISD is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1. More detailed information is provided in a **Hazard Analysis**, published under separate cover in **Annex K**.

## HAZARD SUMMARY

	LIKELIHOOD OF OCCURRENCE*	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY	ESTIMATED IMPACT ON PROPERTY
<i>HAZARD TYPE:</i>	(SEE BELOW)	LIMITED    MODERATE    MAJOR	LIMITED    MODERATE    MAJOR
<b>NATURAL</b>			
DROUGHT	Highly Likely	Moderate	Moderate
EARTHQUAKE	Unlikely	Major	Major
FLOODING (RIVER OR TIDAL)	Unlikely	Major	Moderate
HURRICANE	Unlikely	Limited	Moderate
TORNADO/HIGH WINDS	Highly Likely	Major	Major
WILDFIRE	Highly Likely	Major	Major
WINTER STORM			
<b>TECHNOLOGICAL</b>			
DAM FAILURE	Highly Unlikely	Limited	Limited
CHEMICAL	Possible	Moderate	Moderate
HAZMAT/LAB SPILL (FIXED SITE)	Possible	Major	Moderate
HAZMAT/OIL SPILL (TRANSPORT)	Likely	Major	Major
MAJOR STRUCTURAL FIRE	Possible	Moderate	Major
NUCLEAR FACILITY INCIDENT	Highly Unlikely	Limited	Limited
WATER SYSTEM FAILURE	Likely	Limited	Moderate
PIPELINE LEAK/EXPLOSION	Possible	Major	Major
TRAIN DERAILMENT	Possible	Major	Moderate
POWER OUTAGE	Possible	Limited	Limited
TRANSPORTATION ACCIDENT	Possible	Major	Moderate
<b>SECURITY</b>			
CIVIL DISORDER	Possible	Limited	Moderate
KIDNAPPING/ABDUCTION	Possible	Limited	Limited
INTRUDER IN BUILDING	Possible	Major	Limited
SUICIDE	Possible	MAJOR	Minor
WEAPON ON CAMPUS	Possible	MAJOR	Major
SEXUAL ASSAULT	Possible	MAJOR	Minor

\* LIKELIHOOD OF OCCURRENCE: UNLIKELY, OCCASIONAL, LIKELY, OR HIGHLY LIKELY

### B. District Location and Demographic Information

1. The Merkel ISD's administrative offices are located in Merkel Texas in Taylor County. Facilities within the district are located in Taylor County. There are currently 5 instructional facilities, 1 athletic stadiums, and 4 non-instructional facilities in the district. A list of all campuses and non-instructional facilities, along with site maps which include annotated evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs is contained in Attachment 6.
2. The district's current enrollment consists of approximately 1181 students of whom 323 attend the district's high school, 263 attend the district's middle school and 595 attend the district's elementary schools. The district's staff is comprised of approximately 8 central office staff, 109 teachers and 9 administrators. Additionally there are 10 office/support staff, 22 aides, 15 cafeteria and 20 custodial staff and 3 other staff.

### **C. Assumptions**

1. Merkel ISD will continue to be exposed to and subject to the impact of those hazards described above and as well as others that may develop in the future.
2. It is possible for an emergency situation to occur at any time and at any place. In many cases, dissemination of warnings and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Proper mitigation actions, such as creating a positive school environment, and conducting facility safety and security audits can prevent or reduce emergency-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this district's readiness to deal with emergency situations.

### **D. Limitations**

1. It is the policy of the district that no guarantee is implied by this plan of a perfect response system. School personnel and resources may be overwhelmed.
2. Merkel ISD can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.
3. This plan adopts an all-hazards approach, yet is in no way expected to address every scenario or provide every necessary resource.
4. This Emergency Operations Plan (EOP) should be continually updated in keeping with lessons learned, proven practices, and evolving resources.

## **V. CONCEPT OF OPERATIONS**

### **A. Objective**

The objective of Merkel ISD's Emergency Operations Plan is to protect lives and property.

### **B. General**

1. It is the responsibility of Merkel ISD's officials to protect students and staff from the effects of hazardous events. To achieve our objective, we have developed an emergency management plan that is both integrated and comprehensive with regard to identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the district.
2. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed for any emergency situation and is not a collection of plans for specific types of incidents. For example, **Annex E-Evacuation**, address policies and procedures for evacuating persons from school facilities during any emergency situation, whatever the cause.

3. It is the responsibility of the district to provide emergency response training and/or educational material for all school personnel, students, and families.
4. It is the responsibility of the Emergency Management Coordinator to ensure that emergency drills and exercises are conducted to prepare school personnel, students, parents, collaborative partners, for an emergency situation.
5. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
6. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All key district and site personnel will be trained in ICS.
7. Personnel tasked in this plan are expected to develop and keep current standard operating guidelines (SOGs) that describe how emergency tasks may be performed. The district is charged with collaborating with community first responders to ensure that the training and equipment necessary for an appropriate response are in place to levels of scale and funding.
8. This plan is based upon the concept that the emergency functions that must be performed by district personnel generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions may be redirected to accomplish emergency tasks.
9. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. We will collaborate with State, local, and federal governments that offer programs to provide some assistance with portions of these responsibilities. We will take measures to ensure coordination with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.
10. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural, technological or security types of emergency situations. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations. We will integrate all operations with all levels of government, private sector, and non-governmental organizations in keeping with the National Response Framework (NRF) through coordinating structures, processes, and

protocols in keeping with State, local, and Board of Trustees policies. NIMS compliance for the district includes the following:

- a. Adopt the NIMS at the district and campus/facility level. Include a Campus Emergency Plan with support from the School Safety and Security Committee. This plan will consist of Standard Operating Guidelines (SOGS) that are site—specific, protected under confidentiality guidelines as an attachment to this Basic Plan.
- b. Institutionalize the Incident Command System (ICS) for managing all emergency incidents and, to a reasonable extent, school and campus events.
- c. Coordinate and support the development and use of integrated Multi-agency Coordination Systems (MACS).
- d. Establish a Public Information System (PIS) within the ICS framework.
- e. Establish NIMS strategy and timeline for full implementation.
- f. Develop and implement a system to coordinate and leverage Federal preparedness funding to implement NIMS.
- g. Update emergency management plans to incorporate NIMS and reflect the National Response Framework.
- h. Participate in and promote mutual aid agreements.
- i. Key district, school and campus personnel complete NIMS training: including at LEAST the following courses: IS 700; IS 800.b; ICS 200; ICS 100SC to the level of appropriate function.
- j. Incorporate NIMS and ICS into all emergency management training and exercises.
- k. Participate in an all-hazard exercise program based on NIMS that involves first responders from multiple disciplines and jurisdictions.
- l. Incorporate corrective actions into mitigation/prevention, preparedness, response, and recovery plans and guidelines.
- m. Maintain an inventory of organizational response assets—equipment, resources, and supplies.
- n. To the extent permissible by law, ensure that relevant national, state, and local standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs.
- o. Apply standardized and consistent terminology for school and campus incidents, including the establishment of plain English communication standards.

## C. Operational Guidance

### 1. Initial Response

Merkel ISD personnel are likely to be first on the scene of an emergency situation within the school. The ICS will be employed. District personnel assigned and trained in ICS functions will normally take charge, assume appropriate ICS functions, and remain in charge of the incident until it is resolved or transfer of command is assigned to others who have legal authority to take command. In a Unified Command Situation, district personnel with ICS functions will typically remain as an integral part of the ICS structure, seek guidance and direction from local officials, and seek assistance if needed, through appropriate channels. The Incident Commander (IC) will be responsible for activating the Merkel ISD emergency operations plan and the initial response:

- a. Evacuation – Requires all staff and students to leave the building. At least two off-campus evacuation and parent/student reunification sites should be identified and regularly tested/verified for viability, in addition to establishing an evacuation area on-site, away from the buildings (e.g. athletic field).
- b. Reverse Evacuation – Requires all staff and student to go to safe places in the building from outside the building.
- c. Lock down – All exterior doors and classroom doors are locked/blocked and students and staff stay in their classroom
- d. Shelter-in-place – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
- e. Severe Weather- Students, staff, and visitors take cover in a secure location away from likelihood of flying glass or debris and away from long spans of ceilings with minimal structural support, such as cafeterias or gymnasiums.

### 2. Notification Procedures

- a. In case of an incident at any district facility, the flow of information shall be from the school [principal/designee] to the district office and local emergency responders if indicated. Information should include the nature of the incident and the impact, on the facility, students and staff.
- b. In the event the district is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school principal or designee. Specific guidelines are found in the individual annexes and attachments.

### 3. Training, Drills and Exercises

- a. Merkel ISD understands the importance of training, drills, and exercises in the overall emergency management program. To ensure district personnel and community responders are aware of their duties and responsibilities as outlined in this EOP using the most current procedures, the following training, drills and exercise actions will occur:
- b. Emergency management training will be conducted for all district personnel to level of function. In case of academic staff, training should coincide with the first in-service day of the school year. Additional training will be scheduled throughout the year. Training for the remainder of the support staff shall be held at a time that will allow for maximum attendance. It is important that all staff receive training on appropriate portions of the EOP. Specialized training for specific individuals may vary based upon position, ICS or other emergency management duties, and special knowledge or skills.
- c. Information addressed in training sessions includes: Relevant instruction in all four phases of emergency management, revisions of plans and procedures, changes in duties and responsibilities of faculty and staff, as well as revisions to annexes and attachments. Input from all employees, parents, students, and collaborative partners is encouraged.
- d. Merkel ISD schools and facilities will conduct at least \_\_\_evacuation drill for each month the school is in session, beginning with the first week of school; \_\_\_ lockdown drills during the school year; at least \_\_\_ severe weather drills each year; and at least one tabletop exercise mapped to hazards likely to be experienced by the district. A record of drills and exercises, along with After-Action Reports (AARS) will be maintained, including types of drills and exercises and number of participants.
- e. Merkel ISD will participate in external drills or exercises sponsored by local or regional emergency responders. Specific school personnel to be involved in these external drills and exercises will be selected based on the type of drill and availability of school resources.

### 4. Implementation of the Incident Command System

- a. The first ICS trained district staff member to arrive at the scene of an emergency situation will implement the Incident Command System (ICS) and serve as the IC until relieved by a more qualified individual. The IC will establish an Incident Command Post (IP) and provide an assessment of the situation to district officials, and where applicable, to local emergency responders. The IC will identify resources required, and direct the on-scene response from the ICP. The Merkel ISD's IC should be prepared to remain as a member of unified command with expectations of remaining accountable for students, staff and school property. If the building is evacuated, a pre-determined site for the ICP will be utilized. The IC should be available and ready to provide a briefing of the situation to responders and to a new IC upon a transfer of command. (See sample SIT Rep in **Annex C-Communications**)



- b. In a large scale disaster or potential disaster situation, a local Emergency Operations Center (EOC) may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post (ICP) may be established at the school, and direction and control of the response transitioned to the IC. In other cases, a representative from the district may occupy a place in the community-based EOC and/or the district may activate the district-based EOC.

## 5. Source and Use of Resources

Merkel ISD will be prepared to use its own resources to respond to emergency situations until emergency response personnel arrive. This may include the ability to sustain itself for up to 72 hours in extreme situations. If additional resources are required, the following options exist:

- a. Summon those resources available to us pursuant to inter-local agreements. See **Attachment 7** to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
- b. Summon emergency service resources with whom the district has contracted. (See **Attachment 7**).
- c. Request assistance from volunteer groups active in disasters through appropriate channels.
- d. Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- e. Request resources through the appropriate District Disaster Committee (DDC) channels via the Regional Liaison Officer (RLO) or other designated channels.

## D. Incident Command System (ICS)

1. Merkel ISD intends to employ the Incident Command System (ICS) in managing emergencies. Key individuals of the school, who are tasked in the EOP, will be trained in ICS and NIMS, taking at a minimum, ICS 100SC.a or ICS 100.a, ICS 200.a, IS 700.a and/or IS 800.b courses to appropriate level of function. Some key individuals will be expected to complete additional ICS emergency management courses as mapped to functional ICS assignments.
2. Typically, the district's superintendent or designee will assume the role of the Incident Commander (IC) in a district-level emergency situation, whereas the school principal or designee will typically assume the initial IC function at the campus level. The IC will be responsible for carrying out the ICS function of command while managing the incident, in its initial phases. At such time that a more qualified individual arrives on scene or when an operational period ends, and after a transfer of command, the district/campus IC or a representative may be re-assigned to remain and assist the command with the appropriate operations and phases of emergency management.

3. In emergency situations where multiple jurisdictions, state or federal agencies are responding, it is most likely that the incident will necessitate a unified command structure.

#### **E. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface**

1. For community-wide disasters, the city and/or county EOC will most likely be activated
2. When the city/county EOC is activated, the school district will have a representative available to the EOC to assist and communicate the school needs and available resources.

#### **F. Activities by Phases of Emergency Management**

This plan addresses the types of emergency actions that are conducted during all four phases of emergency management— Mitigation/Prevention, Preparedness, Response and Recovery; however, it is by no means intended to capture the scope of such actions in its entirety.

##### **1. Mitigation**

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, e.g. Campus/Facility Safety and Security Audits, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P- Mitigation.

##### **2. Preparedness**

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- a. Providing emergency equipment and supplies to scale and level of funding.
- b. Emergency planning, including maintaining this plan, its annexes, and appropriate SOGs.
- c. Conducting or arranging appropriate training for district personnel, students, and parents in collaboration with community emergency responders and with volunteer groups who assist us during emergencies.
- d. Conducting emergency drills and exercises to test our plans and training.

##### **3. Response**

District personnel will respond to district emergency situations effectively and efficiently within the scope of training and function. Response operations are intended to address at least the initial phase of an emergency response, and, where

possible, resolve a school-based emergency situation while minimizing casualties and property damage. Response activities are coordinated with community emergency responders and other collaborative partners through coordination of planning, training, drills/exercises, and sharing emergency resources.

#### 4. Recovery

If an emergency situation occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to resume educational operations and provide for the basic needs of the students and staff. Long-term recovery focuses on restoring the district to its normal state. Our recovery program is outlined in **Annex J- Recovery**.

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

#### 1. General

Merkel ISD schools have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. Merkel ISD organization for emergencies includes an executive team, school emergency planning team, and support services.

#### **Executive Group**

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the School Board, the Superintendent, the Campus Administration staff, and Transportation Director.

#### **School Safety and Security Committee**

The School Safety and Security Committee reviews each report submitted by the district to the Texas School Safety Center to ensure accuracy of data. The Committee provides the district with support services information in connection with Safety and Security Audit reports and other required reports, and the Committee participates on behalf of the district in developing and implementing emergency plans consistent with this Basic Plan to ensure that plans reflect specific campus, facility, or support service needs.

#### **Emergency Operations Planning Team**

The Emergency Operations Planning Team, in collaboration with local emergency services, develops and offers regular reviews and updates to the Emergency Operations Plan for the district or campus/facility, as well as functional annexes. There will be an Emergency Operations Planning Team at the district level and at each campus/facility.

## **ICS Structure**

Members of the ICS structure assist the Incident Commander in managing an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable. They also continue to serve in ICS functions, as needed, during a unified command situation. The district-level ICS structure is contained in an **Attachment 3**; campus-level ICS functions are detailed in each Campus Emergency Operations Plan.

### **B. Assignment of Responsibilities**

1. General – For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other district/school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for emergency functions will be assigned to individuals with the most appropriate training and skills. Additional district/school personnel may be assigned support responsibilities for specific emergency functions.
2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan addressing that function. Listed below are general responsibilities assigned to the teachers, emergency services, and support services. Additional specific responsibilities can be found in the functional annexes to this Plan.
3. Executive Group responsibilities
  - a. The School Board of Trustees;
    - 1) Review the emergency operations plan to assure consistency with Board of Trustees policy.
    - 2) Authorize implementation of the emergency operations plan and emergency preparedness curriculum.
  - b. The District Superintendent or designee;
    - 1) Establish an Emergency Operations Planning Team to develop, maintain and update the EOP.
    - 2) Review school construction and renovation projects for safety and consider, in the design of the facility, security criteria developed by the Texas School Safety Center under Section 37.2051 .
    - 3) Appoint a district Emergency Management Coordinator to assist in planning and review.
    - 4) Obtain a resolution from the Board of Trustees (NIMS adoption) giving needed authority and support to develop school emergency operations programs and plans.
    - 5) Keep the Board informed of emergency preparedness status and compliance with all applicable statutes.

- 6) Authorize expenditures for services and materials needed for the management of emergency situations.

c. The District Emergency Management Coordinator;

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Arrange, document, and track appropriate training for district emergency management personnel and emergency responders.
- 3) Stay in contact with the leaders of the emergency service agencies working with the emergency.
- 4) Serve as the point of contact to collaborate planning, training, and drilling with community first responders and other collaborative partners.
- 5) Serve as the staff advisor to the superintendent and principal on emergency management matters.
- 6) Coordinate local planning and preparedness activities and the maintenance of this plan and ensure that the plan is coordinated with the district's plans and policies.

d. The School Principal or designee;

- 1) Provide in-service emergency response education for all campus personnel.
- 2) Have overall decision-making authority at a campus level in the event of an emergency, until a transfer of command has been completed. The principal or designee will typically serve as IC and will remain involved in a unified command role to represent the interest and responsibilities of the school.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) Communicate with the family members of students and staff affected by the emergency.
- 5) Coordinate periodic emergency exercises to test emergency plans and training.
- 7) Implement campus-level policies relating to emergency management.
- 8) Organize the school's emergency management program and identify personnel, equipment, and facility needs.
- 9) Assign selected staff members to the School Emergency Operations Planning Team who are responsible for the developing and updating the school's emergency operations plan.
- 10) Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- 11) Conduct drills and initiate needed plan revisions based on After Action Reports.
- 12) Encourage incorporation of emergency preparedness material into regular curriculum.
- 13) Provide copies of the campus emergency plan to the district superintendent through the Emergency Management Coordinator.

- 14) Act as Incident Commander until a transfer of command is completed to a qualified IC and participate in a unified command structure where appropriate.

e. Emergency Operations Planning Team

- 1) In conjunction with the Emergency Management Coordinator, create and maintain the appropriate annexes and attachments of the Emergency Operations Plan.
- 2) In conjunction with the district and local emergency management officials, conduct a hazard analysis.
- 3) Provide information to staff, student and community on emergency procedures.
- 4) Perform ICS functions during an emergency in accordance with designated roles.
- 5) Conduct debriefings at the conclusion of emergency situations to critique the effectiveness of the emergency operations plan.

f. Teachers, Teacher Aides, Office Staff and/or other assigned staff

- 1) Prepare classroom emergency kits
- 2) Participate in emergency trainings, drills and exercises
- 3) Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter and remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process."
- 4) Maintain order while in emergency response mode (lockdown evacuation, etc.)
- 5) Verify the location and status of every student. Report to the Incident Commander or designee on the condition of any student needing additional assistance.
- 6) Employ emergency protocols (e.g. partner system) for individuals with disabilities.

4. School Safety and Security Committee responsibilities

- a. Participate on behalf of the district in developing and implementing emergency plans consistent with this Basic Plan and Annexes to ensure that the plans reflect specific campus, facility, or support services needs;
- b. Provide the district with any campus, facility, or support services information required in connection with a safety and security audit report required by Section 37.108©, or another report required to be submitted by the district to the Texas School Safety Center; and
- c. Review each report required to be submitted by the district to the Texas School safety Center to ensure that the report contains accurate and complete information regarding each campus, facility, or support service in accordance with criteria established by the center.

The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
  - 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- a. **Warning**
- 1) Primary responsibility for this function is assigned to the Chief Campus Administrator who will prepare and maintain **Annex A (Warning)** to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed may include:
    - a) Receive information on emergency situations.
    - b) Alert key district officials of emergency situations.
    - c) Disseminate warning information and instructions to the campuses and non-instructional facilities through available warning systems.
    - d) Disseminate warning and instructions, via campus-level points-of-contact, to special facilities such as portables and students and staff outside the buildings.
- b. **Communications**
- 1) Primary responsibility for this function is assigned to the Chief Campus Administrator who will prepare and maintain **Annex B (Communications)** to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed may include:
    - a) Identify the communications systems available with the district and determine the connectivity of those systems, and ensure their interoperability.
    - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
    - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- c. **Shelter and Mass Care**
- 1) Primary responsibility for this function is assigned to the Chief campus Administrator who will prepare and maintain **Annex C (Shelter and Mass Care)** to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed may include:
    - a) Perform emergency shelter and mass care planning.
    - b) Coordinate and conduct shelter and mass care operations with other district departments, community partners/agencies, and volunteer groups.

d. **Student/Family Reunification**

- 3) Primary responsibility for this function is assigned to the Campus Administrative staff who will prepare and maintain **Annex D (Student/Family Reunification)** to this plan and supporting SOPs.
- 1) Emergency tasks to be performed may include:
  - a) Develop student accountability systems to include regularly-updated student rosters, contact information, and authorizations for student release.
  - b) Ensure response forces include personnel with current training in the double-gate system of student release
  - c) Develop plans and procedures for security, death/injury notification and general safety at student/family reunification sites.
  - d) Ensure that every campus and facility has primary and back-up student/family reunification sites off-campus and on-campus.
  - e) Ensure that student/family reunification practices are incorporated into training, drills and exercises,

e. **Evacuation**

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

f. **Fire Safety**

- 1) Primary responsibility for this function is assigned to the Campus Administrator who will prepare and maintain **Annex F (Fire Safety)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Fire education/prevention activities.
  - b) Ensure fire detection and control equipment is in place and maintained.



- c) Establish hazardous material storage and disposal processes and record-keeping.
- d) Coordinate with local first responders---supply local fire marshal with drill records.
- e) Evacuation support.
- f) Prepare and maintain fire resource inventory.

**g. Law Enforcement/Security**

- 1) Primary responsibility for this function is assigned to the Campus Administrator who will prepare and maintain **Annex G (Law Enforcement/Security)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Maintenance of school regulations, security, law and order.
  - b) Traffic control.
  - c) Terrorist/gang incident response.
  - d) Provision of security for school facilities, evacuated areas, and surrounding areas.
  - e) Access control for damaged or contaminated areas.
  - f) Warning support.
  - g) Post-incident reconnaissance and damage assessment.
  - h) Prepare and maintain law enforcement resource inventory.
  - i) Collaborate with law enforcement/security district partners.

**h. Health and Medical Services**

- 1) Primary responsibility for this function is assigned to the Campus Administrator who will prepare and maintain **Annex H (Health & Medical Services)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Coordinate school-based with community health and medical care and EMS support during emergency situations.
  - b) Provide school health information and education.
  - c) Coordinate and maintain records of school staff trained in required health-related topics (e.g. blood-borne pathogens, pandemic prevention).
  - d) Develop district pandemic plan in collaboration with the County Health and Human Services staff.
  - e) Collaborate with community Medical Reserve Corp staff to establish co-training, drills, and exercises

**i. Public Information**

- 1) Primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex I (Public Information)** to this plan and supporting SOPs.

3) Emergency tasks to be performed may include:

- a) Serve as the point-of contact with the Joint Information Center (JIC)
- b) Conduct on-going hazard awareness and public education programs.
- c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
- d) Provide information to the media and the public during emergency situations.
- e) Arrange for media briefings.
- f) Compile print and photo documentation of emergency situations.
- g) Develop parent information prototypic letters for relaying critical information regarding school-based emergencies (e.g. death on campus)

**j. Recovery**

1) Primary responsibility for this function is assigned to the Campus Administrator who will prepare and maintain **Annex J (Recovery)** to this plan and supporting SOPs.

2) Emergency tasks to be performed may include:

- a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
- b) 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.
- c) 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).
- d) 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.
- e) Ensure that psychological recovery programs are offered to staff, students, and their families following incidents (e.g. death of a student).
- f) Develop processes for Continuity of Operations (e.g. locations for continuity of education.)

**k. Public Works & Engineering**

1) Primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex K (Public Works & Engineering)** to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Protect school facilities and vital equipment where possible.
- b) Ensure access to all facilities and shut-off valves.
- c) Direct temporary repair of vital facilities.
- d) Arrange for debris removal.

- e) General damage assessment support.
- f) Building inspection support.
- g) Prioritize restoration of utility service to campuses and other facilities.
- h) Arrange for the provision of emergency power sources where required.
- i) Identify requirements for emergency drinking water and portable toilets to emergency sites (campuses or other facilities) where necessary.
- j) Participate in campus/facility Safety and Security Audits

#### **I. Civic Support**

- 1) Primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex L (Civic Support)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Maintain a resource inventory for school-based emergencies in coordination with community agencies.
  - b) Coordinate with local businesses and volunteer agencies to provide emergency services for students and district staff (Salvation Army, Red Cross).
  - c) Ensure that inter-local agreements are in place for district commitments and needs in disasters.

#### **m. Resource Management.**

- 1) Primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex M (Resource Management)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Maintain an inventory of emergency resources within the district.
  - b) During emergency operations, locate supplies, equipment, and personnel to meet specific needs.
  - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
  - d) Establish emergency purchasing procedures and coordinate emergency procurements.
  - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and campuses that require augmentation.
  - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
  - g) Establish staging areas for resources, if required.
  - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
  - i) Maintain records of emergency-related expenditures for purchases and personnel.

**n. Direction and Control**

- 1) Primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex N (Direction & Control)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - 1) Direct and control district operating forces (e.g. parent/student reunification, evacuation).
  - 2) Maintain coordination with neighboring jurisdictions and the Disaster District in Merkel and Taylor County.
  - 3) Maintain a position in the city or county EOC in an operating mode and keep abreast of ICS roles and functions of community partners.
  - 4) Work through the Incident Commander to assist in the evacuation of areas at risk.

**o. Human Services**

- 1) Primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex O (Human Services)** to this plan and supporting SOPs
- 2) Emergency tasks to be performed may include:
  - a) Secure emergency food supplies.
  - b) 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.
  - c) Coordinate special care requirements for disaster victims such as special needs individuals.
  - d) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

**p. Hazard Mitigation**

- 1) The primary responsibility for this function is assigned to the District Administration who will prepare and maintain **Annex P (Hazard Mitigation)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Maintain the local Hazard Analysis.
  - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
  - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
  - d) Coordinate and carry out post-disaster hazard mitigation program.

**q. Hazardous Materials**

- 1) The primary responsibility for this function is assigned to Superintendent who will prepare and maintain **Annex Q (Hazardous Material Response)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents (e.g. science lab chemical spills).
  - b) Determine and implement requirements for personal protective equipment for district staff.
  - c) Collaborate with district partners to determine areas at risk and which student and staff protective actions, if any, should be implemented.
  - d) Participate in the District Safety and Security Audit.

**r. Search & Rescue**

- 1) The primary responsibility for this function is assigned to the Superintendent who will prepare and maintain **Annex R (Search and Rescue)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) 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.
  - b) Identify district resources that might support rescue operations.
  - c) Work with the Operations Chief in ICS activation to coordinate external technical assistance and equipment support for search and rescue operations.

**s. Transportation**

- 1) The primary responsibility for this function is assigned to the Transportation Director who will prepare and maintain **Annex S (Transportation)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Identify school district and private transportation resources and coordinate their use in emergencies.
  - b) Coordinate deployment of transportation equipment to support emergency operations.
  - c) Establish and maintain an emergency reserve pool of drivers, maintenance personnel, parts, and tools.
  - d) Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.
  - e)

#### **t. Donations Management**

- 1) The primary responsibility for this function is assigned to the District Administrators, who will prepare and maintain **Annex T (Donations Management)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Compile resource requirements identified by Resource Management.
  - b) Solicit donations to meet known needs.
  - c) 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.
  - d) In coordination with the Resource Management, establish a facility to receive, sort, and distribute donated goods.
  - e) Ensure that all volunteers at school district emergency incidents have been vetted and have current background checks.

#### **u. Legal**

- 1) The primary responsibility for this function is assigned to the District Attorney who will prepare and maintain **Annex U (Legal)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Advise district administrators and School Board of Trustees on emergency powers of district vs. local government and procedures for coordinating those measures.
  - b) Review and brief district administrators and School Board of Trustees on possible legal issues arising from emergency situations.
  - c) Prepare and/or recommend policies to implement the emergency powers that may be required during an emergency.
  - d) Advise district administrators and department heads on record-keeping requirements and other documentation necessary in emergency situations.

#### **v. Terrorist/Gang Incident Response**

- 1) Primary responsibility for this function is assigned to the Campus Administrators, who will prepare and maintain **Annex V (Terrorist Incident Response)** to this plan and supporting SOPs.
- 2) Emergency tasks to be performed may include:
  - a) Coordinate and carry out defensive anti-terrorist/gang activities, including criminal intelligence, investigation, protection of facilities, and district awareness activities.
  - b) Coordinate and carry out offensive operations to neutralize terrorist/gang activities.
  - c) Ensure required notification of terrorist/gang incidents is made to local authorities and law enforcement officials through appropriate channels.

## VII. DIRECTION AND CONTROL

### A. General

1. The Superintendent is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations.
2. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive.
3. During emergency operations, the Merkel ISD administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department is responsible for having its own operating procedures to be followed during response operations, but inter-departmental procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.
4. If the Merkel ISD's, own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups should be requested through appropriate local and regional channels.

### B. Emergency Facilities

1. Incident Command Post.

Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an Incident Command Post will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene until transfer of command is complete.

### C. Continuity of School Administration

1. The line of succession for the Superintendent is:
  - a. Assistant Superintendent
  - b. Campus Administrator (Principal)
  - c. Assistant Principal on each campus
2. The line of succession for the District Emergency Management Coordinator is:
  - a. Superintendent of Schools Merkel ISD

- b. Assistant Superintendent
  - c. Campus Principals
3. The line of succession for the campus principal is defined in each campus emergency plan.

## VIII. READINESS LEVELS

### A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A four-tier system is utilized, as mapped to State of Texas Emergency Operations Plan. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or campus SOPs.

### B. Readiness Action Level Descriptions

The following readiness action levels will be used as a means of increasing the Merkel ISD's alert posture. (Based on the State of Texas EOP)

#### Level 4: Normal Conditions

Emergency incidents occur and district officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from local emergency responders pursuant to established inter-local agreements. The normal educational operations of the district are not affected.

#### Level 3: Increased Readiness

Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations occur such as athletic events with previous history of problems, where readiness actions may include reviewing security, traffic control, and first aid planning. The normal educational operations of the district are not affected.

#### Level 2: High Readiness

High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the staff and students. Actions could be triggered by severe weather warning information issued by the National Weather Service such as a tornado warning where a tornado has actually been sighted. Normal educational operations may be impacted.



## Level 1: Maximum Readiness

Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by. Normal educational operations will typically be impacted.

## IX. ADMINISTRATION AND SUPPORT

### A. Agreements and Contracts

1. Should Merkel ISD’s resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management in this district are summarized in **Attachment 7**.

### B. Reports

1. Initial Emergency Report

This short report should be prepared and transmitted by the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.

2. Situation Report

A daily situation report should be prepared and distributed by the Incident Command Post during major emergencies or disasters and as requested by the IC during the incident.

3. After Action Report

An After Action Report that captures the nature of the incident, response descriptions, outcomes— what went wrong, what worked well— and recommendations for future planning should be generated for most emergency incidents.

### C. Records

1. Record Keeping for Emergency Operations

Merkel ISD is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

a. Activity Logs

The ICP and the district office shall maintain accurate logs recording key response activities, including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to local emergency services
- 3) Significant changes in the emergency situation.
- 4) Major commitments of resources or requests for additional resources from external sources.
- 5) Issuance of protective action recommendations to the staff and students.
- 6) Evacuations.
- 7) Casualties.
- 8) Containment or termination of the incident.

b. Incident Costs. The Merkel ISD shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future district/school budgets.

c. Emergency or Disaster Costs. For major emergencies or disasters, the Merkel ISD participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency 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.

2. Preservation of Records

- a. In order to continue normal Merkel ISD operations following an emergency situation, vital records must be protected. These include legal documents, student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, this district will seek professional assistance to preserve and restore them.

#### **D. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Merkel ISD's Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

#### **E. Post-Incident and Exercise Review**

The Superintendent and the campus principals are responsible for organizing and conducting a critique with accompanying After Action Report (AAR) following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, district personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## **X. PLAN DEVELOPMENT AND MAINTENANCE**

#### **A. Plan Development**

The emergency operations planning team is responsible for the overall development and completion of the Emergency Operations Plan, including annexes. The Board of Trustees is responsible for approving and promulgating this plan.

#### **B. Distribution of Planning Documents**

1. The superintendent shall determine the distribution of this plan (Attachment 1) and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. The Emergency Operations Plan (Basic Plan) should include a distribution list that indicates who receives copies of the Basic Plan and the various annexes, attachments and changes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts.

### C. Review

The Basic Plan and its annexes shall be reviewed annually by Merkel ISd officials. The emergency operations planning team will establish a schedule for annual review of planning documents by those tasked in them.

### D. Update

1. This plan will be updated based upon deficiencies identified during the School/Facility Safety and Security Audit, during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or district/school structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every three years**. Responsibility for revising or updating the Basic Plan is assigned to the emergency operations planning team.
3. The superintendent and the campus principals are responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

## XI. REFERENCES

Office for Domestic Preparedness *Emergency Response Planning for WMD/Terrorism Incidents Technical Assistance Program*

Emergency Management Institute, FEMA/Homeland Security Independent Study Program: E-362 – *Multi-Hazard Emergency Planning for Schools-Trainer of Trainers, Emmitsburg, Maryland*

U.S. Department of Education *Practical Information on Crisis Planning A Guide for Schools and Communities*

Jane's Safe Schools Planning Guide for All Hazards

Texas School Safety Center, Texas State University *Template for School-Based Emergency Operations Planning*

Texas Department of Emergency Management, Training Division, *Emergency Operations Plan Template*

Texas Department of Emergency Management, Training Division, *State Planning Standards Checklist for the Basic Plan*

Plan Review, Jo Schweikhard Moss, Coordinator of Safety & Emergency Management, Pflugerville ISD

Plan Review, TASB-Catherine Toohey Senior Emergency Management and School Security Consultant

**ATTACHMENT 1  
DISTRIBUTION LIST**

<u>JURISDICTION/AGENCY PLAN</u>	<u>BASIC PLAN</u>	<u>ANNEXES</u>
SUPERINTENDENT	2	ALL
DEPARTMENT OF BOARD SERVICES		
SCHOOL SAFETY AND SECURITY COMMITTEE	2	ALL
EMERGENCY MANAGEMENT COORDINATOR	2	ALL
HUMAN RESOURCES DIRECTOR	1	C, M, O, T

**(CONTINUE TO DETAIL BASIC PLAN AND SPECIFIC ANNEX DISTRIBUTION LIST**

**AT THE WRITING OF THIS PLAN (2011 – 2012) THESE ARE THE RECIPIENTS OF THIS EMERGENCY  
OPERATIONS PLAN.**

**SUPERINTENDENT: BILL HOOD**

**ASSISTANT SUPERINTENDENT: GAYLON BRNOVAK**

**TRANSPORTATION DIRECTOR: ROBERT WHITEHEAD**

**HIGH SCHOOL PRINCIPAL: KAY JETER**

**MIDDLE SCHOOL PRINCIPAL: DAVID ACEVEDO**

**INTERMEDIATE PRINCIPAL: BRACK JONES**

**ELEMENTARY PRINCIPAL: KRYSTAL WOOLARD**

**TYE ELEMENTARY PRINCIPAL: GAYLE MAXEY**

**MAINTENANCE DIRECTOR: STEVE RAINES**

<b>ATTACHMENT 2</b> <b>EMERGENCY OPERATIONS PLANNING TEAM</b>
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<b>Name</b>	<b>Phone Number</b>	<b>E-Mail Address</b>	<b>Other</b>
<b>Bill Hood</b>	<b>928-2000 ext. 1101</b>	<b>bhood@merkel.esc14.net</b>	<b>660-0079</b>
<b>Gaylon Brnovak</b>	<b>928-2000 ext. 1102</b>	<b>gbrnovak@merkel.esc14.net</b>	<b>660-0069</b>
<b>Kay Jeter</b>	<b>928- 4667 ext. 1501</b>	<b>kjeter@merkel.esc14.net</b>	<b>370-2038</b>
<b>David Acevedo</b>	<b>928-5511 ext. 1201</b>	<b>dacevedo@merkel.esc14.net</b>	<b>370-8814</b>
<b>Brack Jones</b>	<b>928-5464 ext. 1301</b>	<b>bjones@merkel.esc14.net</b>	<b>370-8813</b>
<b>Krystal Woolard</b>	<b>928-4795 ext.1401</b>	<b>kwoolard@merkel.esc14.net</b>	<b>660-8711</b>
<b>Gayle Maxey</b>	<b>692-3809 ext. 1601</b>	<b>gmaxey@merkel.esc14.net</b>	<b>665-5766</b>
<b>Vicki Rister</b>		<b>vrister@merkel.esc14.net</b>	<b>660-7371</b>
<b>Robert Whitehead</b>	<b>928-5127 ext. 1530</b>	<b>rwhitehead@merkel.esc14.net</b>	<b>660-4724</b>

<b>ATTACHMENT 3</b> <b>INCIDENT COMMAND SYSTEM SUMMARY</b>
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**A. Background**

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

**B. Features of ICS**

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. Standard Management Functions.
  - a. Command: Sets objectives and priorities and has overall responsibility at the incident or event.
  - b. Operations: Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
  - c. Planning: Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
  - d. Logistics: Provides support to meet incident needs, provides resources and all other services needed to support
  - e. Finance/Administration: Monitors costs, provides accounting, procurement, time recording, and cost analysis.
2. The individual designated as the IC has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.
3. Management By Objectives. At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.
4. Unity and Chain of Command. Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.
5. Organizational Flexibility. Within the basic ICS structure (depicted in Appendix 2), the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in

some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

6. **Common Terminology.** In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
7. **Limited Span of Control.** Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure should be reviewed.
8. **Personnel Accountability.** Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.
9. **After-Action Report.** An After Action Report (AAR) is developed following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, district personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action..
10. **Integrated Communications.** Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
11. **Resource Management.** Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

### **C. Unified Command**

1. **Unified Command** is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.
2. **ICS Unified Command** is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.



## **Incident Command Structure**

**Bill Hood – Superintendent of schools Merkel ISD**

**With**

**Chief of Police for the city of Merkel Texas**

**Or**

**Campus Administrators working together or within their own individual campus base  
Each Principal is responsible for coordinating efforts with the Superintendent and with  
local Law Enforcement Officers**

**The Assistant Superintendent and the Campus Administrators, or the appointed  
designee will contact the Transportation director if transportation is needed for the  
safety of students and or the community.**

**The Superintendent or his designee will be the only ones to make contact with the local  
news media.**

**Each campus principal will be responsible for communicating to the members of their  
respective campuses: Teachers and Staff, students, parents**

**Teachers are always responsible for their students and their safety.**



**ATTACHMENT 5**  
**DISTRICT SITE MAP**

<b>Attachment 6 Campus/Facility Maps</b>
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**-INSERT MAPS OF SCHOOL/Facility AND SURROUNDING AREA-**

**AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:  
(Primary and Alternate evacuation route maps shall be placed in each room)**

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access/shut-off for
  - Gas
  - WATER
  - Electricity
  - HVAC System
  - Telephone system
- Site assignments and Staging Areas identified on page 2
- Haz Mat storage areas
- Heat plants/boilers
- Room numbers
- Door/window locations
- Any other information deemed appropriate by your planning committee

**NOTE:**

It is recommended that you develop a diagram of the entire facility site and surrounding areas. In an emergency a diagram may be easier to read than blue prints. Consult with local emergency responder agencies on what type of maps or diagrams they prefer. Blue prints of the site should be available in addition to the map or diagram. Blue prints may be necessary in certain fire or tactical situations. Note that this is NOT the same map that is found in hallways and/or classrooms to denote evacuation routes.

<b>ATTACHMENT 7 INTERLOCAL AGREEMENTS</b>
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**AGREEMENTS**

DESCRIPTION:

SUMMARY OF PROVISIONS:

OFFICIALS AUTHORIZED TO IMPLEMENT:

COSTS:

COPIES HELD BY:

DESCRIPTION:

SUMMARY OF PROVISIONS:

OFFICIALS AUTHORIZED TO IMPLEMENT:

COSTS:

COPIES HELD BY:

DESCRIPTION:

SUMMARY OF PROVISIONS:

OFFICIALS AUTHORIZED TO IMPLEMENT:

COSTS:

COPIES HELD BY:

**CONTRACTS**

DESCRIPTION:

SUMMARY OF PROVISIONS:

OFFICIALS AUTHORIZED TO IMPLEMENT:

COSTS:

COPIES HELD BY:

DESCRIPTION:

SUMMARY OF PROVISIONS:

OFFICIALS AUTHORIZED TO IMPLEMENT:

COSTS:

COPIES HELD BY:

<b>Attachment 8 District Call Tree</b>
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Bill Hood – Superintendent of Schools

928 – 2001 / 660-0079

Calling each Campus Principal

Kay Jeter                      370-2038

David Acevedo              370-8814

Brack Jones                 370-8813

Krystal Woolard            660-8711

Gayle Maxey                665-5766

Each campus Principal contacts their respective campus staffs.

David Acevedo will make an **AlertNow** phone call to all the members of the district to include: faculty, staff, work crews, and the families of all students.



**Attachment 9  
Resource Inventory**

**-INSERT RESOURCE  
INVENTORY OF EMERGENCY EQUIPMENT-**

**INCLUDE:**

- Communications equipment
- First aid supplies
- Fire suppression equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE  
NEEDED IN THE EVENT OF AN EMERGENCY**



**Attachment 10**  
**Safety/Security Audit Report Summary and Action Plan**