

TxSSC Fall 2023 Emergency Operations Plan Review Complete

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INTERNATIONAL LEADERSHIP OF TEXAS (ILTEXAS) EOP Review Complete Report

Basic Plan

Annual Maintenance

BP 1) Promulgation Statement: Signed by the Superintendent or the President of the Junior College, and (if applicable) the Emergency Management Coordinator.

Yes

BP 2) Approval and Implementation Page: Signed by the Emergency Management Coordinator of the district or Superintendent/President designee.

Yes

BP 3) Record of Changes: Record of changes made to the plan and verify it has been reviewed annually.

Yes

BP 4) Line of Succession: Summarize the Line of Succession for key personnel (primary, secondary, and tertiary) for making final decisions for the entire district during an incident. This is the "Chain of Command" that designates the individual and realistic alternates responsible for making final decisions during a disaster or emergency situation. This is not your ICS organization chart.

Yes

BP 5) Hazard Analysis Table: There is a hazard analysis included in the plan which outlines hazards that have the potential to disrupt district operations resulting in loss of life and damage to property and justification for hazard priority.

Yes

BP 6) Formal Agreements: The plan lists formal agreements for resources and services both needed and supplied by the district during an emergency (i.e., mutual aid agreements for emergency response services, interlocal agreements for reunification sites, contracts for potable water).

**Non-deficiency, feedback-only item*

Yes

BP 7) Attachment: School Safety and Security Committee - The current district Safety and Security Committee members are listed in the plan.

Yes

BP 8) Attachment: Record of Meetings - A list of the previous school year's district Safety and Security Committee meetings are documented in the plan.

Yes

BP 9) Attachment: Emergency Response Map and Walk-Through - The plan provides a certification statement informing which first responder agencies have received campus site maps and have been offered campus walkthroughs.

**Non-deficiency, feedback-only item*

Yes

Severe Weather Annex

General Information

SW 1) District-Specific Hazard Risks: The district identifies specific incidents within the hazard likely to impact the district. (e.g. Tornado, Hurricane, Flooding, etc...)

Yes

SW 2) Portable Building Safety: The district describes their plan to provide for the safety of persons in portable buildings, specific to the Severe Weather hazard. If your district does not have portable buildings, please state so in section 2.4 of the annex.

Yes

SW 3) Access and Functional Needs: The district describes their plan to provide for the safety of persons with access and functional needs, specific to the Severe Weather hazard. This includes physical, to include short-term or temporary conditions, as well as psychological and emotional needs.

Yes

Severe Weather Annex

ICS Organization

SW 4) ICS Org Chart: The ICS org chart is completed with the position titles of the individuals who are tasked with fulfilling ICS roles, with a minimum of Command Staff and Section Chiefs.

**This is different than the Line of Succession in the Basic Plan.*

Yes

Severe Weather Annex

Actions and Responsibilities

SW 5) Broad district-level activities: The district actions are written as comprehensive, implementable statements that cover the entire district.

Yes

SW 6) One title for each district action (overall responsibility): Focus on the title of the primary individual who is assigned overall responsibility of the specific action across all campuses. Refrain from using groups or departments.

Yes

Severe Weather Annex

Mitigation

SW 7) Weather Warning System: Actions describe how the district will be notified by external agencies of potential severe weather hazards.

Yes

SW 8) Regularly evaluate measures to reduce the impact of severe weather: Describe measures taken to reduce the impact of severe weather on people and district property and facilities.

**This item will not result in a deficiency.*

Yes

Severe Weather Annex

Preparedness

SW 9) Severe Weather Mass Communication: Actions address the testing of mass communication systems, both internal and external.

Yes

SW 10) Drills and Exercises for students, staff, and substitutes: Actions address completion of required drills and district consideration of Severe Weather exercises.

Yes

SW 11) First Responder Familiarity with Campus: Actions address attempts to make first responders (police, fire, EMS) familiar with the layout of school campuses, and regularly invite first responder presence on campus to ensure awareness of which areas of a campus maybe identified as or constructed to serve as safe areas.

Yes

Severe Weather Annex

Response

SW 12) Determine Appropriate Response Protocol: Actions address activating an appropriate response protocol for the severe weather hazard, and how the response protocol will be communicated to the affected campuses and facilities. Consider the Standard Response Protocol.

Yes

SW 13) Initiate Reunification Method: Actions address activating a reunification method for the severe weather hazard, and communicating the method to the affected campuses and facilities. Consider the Standard Reunification Method.

Yes

SW 14) Begin to account for all persons on campus: Actions address the method used by the district to account for the entire campus population for affected campuses.

Yes

SW 15) Activate Continuity of Operations Plan: Actions address the consideration of activating the Continuity of Operations Plan.

Yes

SW 16) Track hazard-related expenses: Actions address tracking all hazard-related expenses for state and federal reimbursement auditing.

Yes

Severe Weather Annex

Recovery

SW 17) Initiate psychological support services: Actions address the district initiating psychological support services, including trauma- and grief-informed care, for the entire population of affected campuses.

Yes

SW 18) Initiate damage assessment: Actions address damage assessment.

Yes

SW 19) Initiate cost recovery activities: Actions address cost recovery activities.

Yes

SW 20) Repair facilities: Actions address the repair of facilities.

Yes

SW 21) After-Action Review: Actions address an After-Action Review with representation present for all roles involved in and affected by the hazard.

Yes

SW 22) Improvement Plan: Actions address completing an improvement plan based on findings from the After-Action Review.

Yes

Hazardous Materials Annex

General Information

HM 1) District-Specific Hazard Risks: The district identifies specific incidents within the hazard likely to impact the district. (e.g. Train Derailment, Pipeline, Radiological, etc..)

Yes

HM 2) Portable Building Safety: The district describes their plan to provide for the safety of people in portable buildings, specific to hazardous materials hazards. If your district does not have portable buildings, please state so in section 2.4 of the annex.

Yes

HM 3) Access and Functional Needs: The district describes their plan to provide for the safety of persons with access and functional needs, specific to hazardous materials hazards. This includes physical, to include short-term or temporary conditions, as well as psychological and emotional needs.

Yes

Hazardous Materials Annex

ICS Organization

HM 4) ICS Org Chart: The ICS org chart is completed with the position titles of the individuals who are tasked with fulfilling ICS roles, with a minimum of Command Staff and Section Chiefs.

**This is different than the Line of Succession in the Basic Plan.*

Yes

Hazardous Materials Annex

Actions and Responsibilities

HM 5) Broad District-Level Activities: The district actions are written as comprehensive, implementable statements that cover the entire district.

Yes

HM 6) One title for each district action (overall responsibility): Focus on the title of the primary individual who is assigned overall responsibility of the specific action across all campuses. Refrain from using groups or departments.

Yes

Hazardous Materials Annex

Prevention

HM 7) Administer the chemical safety program for all campuses: Actions address coordinating with the local fire department and emergency management agency, maintaining safety data sheets (SDS), and ensuring all campuses follow applicable laws and regulations relating to the handling, transportation, and storage of hazardous materials. Chemical Management Resource Guide for School Administrators (EPA)

Yes

HM 8) Coordinate with Local Jurisdictions: Actions address coordination with local jurisdictions to learn of hazardous material transportation routes near vulnerable areas, such as school facilities.

Yes

Hazardous Materials Annex

Mitigation

HM 9) Testing of Eyewash Stations and Emergency Showers: Actions address the testing of all eye wash stations and emergency showers, as applicable to district.

Yes

HM 10) Obtaining and Maintaining Spill Kits: Ensure that chemical spill kits are readily available at all locations where chemicals are used.

Yes

Hazardous Materials Annex

Preparedness

HM 11) Hazardous Materials Mass Communication: Actions address the testing of mass communication systems, both internal and external.

Yes

HM 12) Staff Training (Including Substitute Teachers): Actions address training staff members (including substitute teachers) on safe handling procedures for chemicals used within the district.

Yes

HM 13) Chemical Inventory: Actions address that SDS are available for all chemicals used on site.

Yes

HM 14) Community Planning: Actions address attempting to coordinate with the LEPC (or local fire department) to identify regulated facilities, to raise awareness of the hazardous materials present within the community. Local Emergency Planning Committee (TCEQ)

Yes

HM 15) Drills and Exercises for students, staff and substitutes: Actions address completion of required drills and district consideration of hazardous materials exercises. Actions also address designating staff members to be trained on the operation of the HVAC system.

Yes

HM 16) Personal Protective Equipment: Actions address ensuring that proper personal protective equipment is available for staff and students.

Yes

HM17) Hazardous Materials Shelter-In-Place Kit: Actions address preparing hazardous material go-kits for each school building that contain items such as duct tape, plastic sheeting, eye wash, disposable masks, and first aid kits.

Yes

HM 18) First Responder Familiarity with Campus: Actions address attempts to make first responders (police, fire, EMS) familiar with the layout of school campuses, and regularly invite first responder presence on campus to ensure awareness of which areas of a campus may be identified as or constructed to serve as hazardous materials safe areas.

Yes

Hazardous Materials Annex

Response

HM 19) Determine Appropriate Response Protocol: Actions address activating an appropriate response protocol for a hazardous materials hazard, and how the response protocol will be communicated to the affected campuses and facilities. Consider the Standard Response Protocol. SRP (I Love U Guys Foundation)

Yes

HM 20) Initiate Reunification Method: Actions address activating a reunification method for a hazardous materials hazard, and communicating the method to the affected campuses and facilities. Consider the Standard Reunification Method.

Yes

HM 21) Begin to account for all persons on campus: Actions address the method used by the district to account for the entire campus population for affected campuses.

Yes

HM 22) Activate Continuity of Operations Plan: Actions address the consideration of activating the Continuity of Operations Plan.

Yes

HM 23) Track hazard-related expenses: Actions address tracking all hazard-related expenses for state and federal reimbursement auditing.

Yes

Hazardous Materials Annex

Recovery

HM 24) Initiate psychological support services: Actions address the district initiating psychological support services, including trauma- and grief-informed care, for the entire population of affected campuses.

Yes

HM 25) Initiate damage assessment: Actions address damage assessment.

Yes

HM 26) Initiate cost recovery activities: Actions address cost recovery activities.

Yes

HM 27) Repair facilities: Actions address the repair of facilities

Yes

HM 28) After Action Review: Actions address an After-Action Review with representation present for all roles involved in and affected by the hazard.

Yes

HM 29) Improvement Plan: Actions address completing an improvement plan based on findings from the After-Action Review.

Yes

Hazardous Materials Annex

Train Derailment: Before an Incident

TD 1) Identify District Property Within 1,000 yards of a Railroad Track: Identify whether school district is located within 1,000 yards of a railroad track, as measured from any point on the school's real property boundary line.

Yes

TD 2) Training on HVAC Operations: Ensure designated staff members know how to turn off Heating, Ventilation, and Air-Conditioning (HVAC) systems if a shelter-in-place for Hazmat is ordered.

Yes

TD 3) Local LEPC or Fire Department Coordination: District actions address reaching out to their LEPC or local fire department for assistance and pre-planning guidance.

Yes

Hazardous Materials Annex

Train Derailment: During an Incident

TD 4) Notify First Responders: District addresses tasks to notify first responders of the train derailment.

Yes

TD 5) Determine Appropriate Response Protocol: Make the decision to secure, shelter-in-place for Hazmat, evacuate, or reunification based on the situation.

Yes

TD 6) HVAC Systems: Turn off or recirculate HVAC systems. Shelter-in-Place for Chemical Hazard (FEMA)

Yes

TD 7) Activate Emergency Mass Communication: District addresses tasks to activate emergency mass communication, including the persons responsible for triggering these systems.

Yes

TD 8) Account for all persons: District addresses tasks that account for entire community of affected campuses.

Yes

Hazardous Materials Annex

Train Derailment: After an Incident

TD 9) Psychological Resilience: District addresses tasks supporting the trauma-informed care and grief-informed care needs of the district community.

Yes

TD 10) Damage Assessment: District addresses tasks supporting damage assessment.

Yes

TD 11) After Action Review (AAR): Actions address how the district will conduct a comprehensive After-Action Review.

Yes

TD 12) Improvement Plans (IP): Actions address how the district will complete an improvement plan after the After-Action Review and how the district will follow up with items listed on the improvement plan.

Yes
