

International Leadership of Texas Hazardous Materials Annex



2/27/2024

Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management: Prevention, Mitigation, Preparedness, Response, and Recovery.

1.2 Scope

This annex is meant to address district planning for Hazmat and applies to the whole district and the surrounding community and all district property.

Section 2 – General Information

2.1 Hazard Overview

A hazardous material is any substance in a quantity or form that could pose a reasonable risk to health, environment, or property. Hazardous materials are commonly used within the district as they are often used, transported, and produced in the surrounding community. Due to the widespread presence of hazardous materials, many facilities are potentially at risk of a hazardous material release. An effective response to a hazardous material incident may require response assistance from the responsible party. In some situations, assistance may be needed from local, state, and federal agencies with jurisdictional responsibilities for incidents involving hazardous materials.

2.2 District-Specific Hazard Risk

International Leadership of Texas identifies the following hazards as a high priority. Where noted, these hazards are addressed in a separate appendix to this annex.

On-Campus Chemical Release

Chemicals can be found throughout a school: in classrooms, laboratories, storerooms, maintenance sheds, and numerous other areas as they are used both for maintenance and in the classroom. While useful, chemicals can be dangerous to students and staff if managed improperly.

Fixed-Facility Incident

Hazardous materials are produced or stored in many different types of fixed facilities such as petroleum refineries, chemical plants, grain elevators, distribution warehouses, automotive repair shops, propane distribution companies, pool supply companies, and drinking water and wastewater plants. School districts should identify facilities that store hazardous materials in the proximity of their campuses.

Highway Hazmat Incidents

Transportation of hazardous materials near schools and other district facilities is common. Smaller communities are more likely to have Hazmat shipments travel through town because they often lack highway bypasses to divert these shipments.

Pipeline Incidents

When pipelines are damaged or ruptured, the release of their contents may result in a variety of hazards ranging from health hazards to fires and explosions. Because of this, it is important for any school district with a campus or facility that could be affected by a pipeline rupture to have a plan in place for such an event.

Train Derailment

A train derailment incident involves one or more railway cars exiting the track. This could result in a material release, explosion, or physical damage along the railway car's path.

Radiological Emergencies

A radiological emergency involves the release of radiation from a nuclear power plant, waste facility, or another source.

2.3 Hazard Preparedness and Warning

International Leadership of Texas is committed to being prepared for high-priority hazards as identified in the Hazard Analysis and efficiently notifying the district community in the event of their occurrence.

International Leadership of Texas acknowledges that the following campuses have been identified as at-risk of being exposed to an incident involving Hazmat based on the Hazard Analysis (e.g., railroad tracks within 1000 yards of a railroad track as measured from any point on the school’s real property boundary line, nuclear power plants, natural gas pipelines, large grain silos, anhydrous ammonia storage tanks, oil fields, etc.):

Facility	Address	Hazard
Keller Saginaw High School	10537 Highway 287 Fort Worth, Texas 76131	Within 1000 yards of a railroad track

ILTexas coordinates with Tarrant County Emergency Management planning for incidents involving Hazmat that affect the school district. A staff member designated as the District Chemical Safety Officer attends Local Emergency Planning Committee (LEPC) meetings to assist in planning for hazardous material incidents in the region.

Warning the Affected Campus Community

The district has comprehensive plans for alerting the campus community and collaborating with emergency responders during an incident involving Hazmat. ILTexas uses the following methods to disseminate emergency information about Hazmat events to the campus community:

- Raptor 6, text and phone tree

For informative event notifications to district stakeholders, see the guidance provided in the Communications Annex of the District Emergency Operations Plan (EOP).

2.4 Safety in Portable Buildings

In compliance with Texas Education Code 37.108, ILTexas employs the following measures to ensure the safety and security of those in portable buildings during an incident involving Hazmat:

1. Establish a designated safe area for all portable building occupants in the event of a hazardous material incident. The safe area shall be located away from the hazard and on the opposite side of the hazard from the wind direction.
2. Develop a communication plan that will keep all portable building occupants up-to-date on hazardous material incidents and evacuation procedures. This plan will include audible alarms, written or electronic messages, and evacuation instructions.
3. Conduct regular training and exercises to ensure that all school staff and students are familiar with hazardous material which will also include testing.
4. During a hazardous materials event if **people in portable buildings** are asked to shelter in place designated staff members who have been trained. Will shut off the HVAC system. These same members will use the shelter in place kit to seal up the door, windows and vents: If evacuation is necessary all people in the

portable buildings will be notified via raptor, phone trees and text trees to evacuate to a new location. That location will be determined based on the event and its specific challenges.

2.5 Access and Functional Needs

In compliance with Texas Education Code 37.108, ILTexas employs the following measures to ensure the safety and security of those with access and functional needs during an incident involving Hazmat: Certainly! Here are three specific measures that the school district can implement to ensure the safety and security of those with access and functional needs during an incident involving hazardous materials: 1. Develop and implement an emergency response plan that includes protocols for addressing the needs of individuals with access and functional needs during a hazardous material incident. The plan should define roles and responsibilities of staff, provide clear guidance on communication methods, and identify evacuation routes and procedures specifically, for those with physical, cognitive, or sensory disabilities.

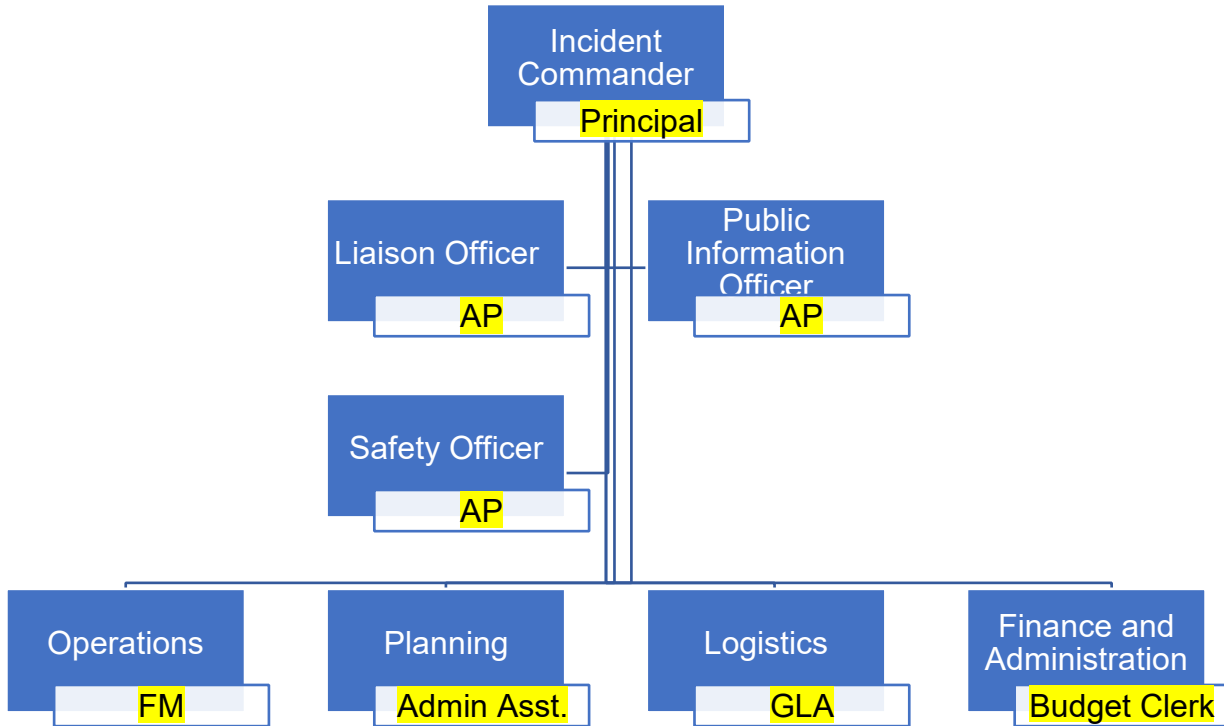
2. Consult with expert institutions, organizations, and authorities to identify and prioritize individuals with access and functional needs, including involving individuals and families in decision making for evacuation, sheltering, and medical care during hazardous incidents. This can include reviewing and updating student health records and Individualized Education Plans (IEPs) to ensure that the needs of these individuals are documented and addressed.

3. Provide assistive technology and other necessary equipment to individuals with access and functional needs to support their mobility, communication, and other necessary daily tasks during a hazardous materials incident. Procure and establish an inventory of evacuation devices and adequate personnel to aid with transportation, etc. These measures aim to ensure that all individuals with access and functional needs are provided the necessary assistance and accommodations to ensure their safety and security during a hazardous materials incident. The policy should regularly be reviewed and revised to ensure compliance with Texas Education Code 37.108 and other relevant regulations

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

3.1 Annex-Specific ICS Organizational Chart

ILTexas will designate an Incident Commander for an incident involving Hazmat. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase	
Safeguard against consequences unique to specific incidents involving hazardous materials	
District Action	Responsible Role (Individual or position responsible for this action)
Administer the safety program for all campuses	Director of Safety and Security
Coordinate with local fire department and Emergency Management agencies	Director of Safety and Security

Maintain safety data Sheets (SDS)	Facilities and Maintenance Manager
Ensure all campuses follow applicable laws and regulations relating to the handling, transportation and storage of hazardous materials. Chemical Resource Guide for School Administrators (EPA)	Executive Director of Facilities and Maintenance
Coordinate with Fire Department, Emergency Management to learn all Hazardous Materials routes around campuses and Facilities	Director of Operations

Mitigation Phase

Reduce the impact of specific incidents involving hazardous materials

District Action	Responsible Role (Individual or position responsible for this action)
Regularly testing of all eye wash stations and emergency showers as applicable. Tc 37.108 (f) School Chemistry Labor Safety Guide (NIOSH)	Area Facilities Manager
Obtaining and maintaining spill kits. Also ensuring spill kits are readily available at all locations where chemicals are used. Spill kits are readily available at all locations where chemicals are used. Assigned personnel will be trained how to seal doors using the spill kits during a shelter in place. TEC 37.108 (a) (3)	Director of Facilities and Maintenance
Discuss fire station sitting capabilities with Fire departments, especially in the vicinity of high-risk schools.	Director of safety and Security
Coordinating with local jurisdictions to learn of hazardous materials transportation routes near vulnerable areas i.e. school facilities.	Director of safety and Security
Coordinating with Local Jurisdictions , Fire and EMS to find what Hazardous materials are located within the community around campuses and facilities.	Director of Security

Preparedness Phase

Regularly review district readiness for specific incidents involving hazardous materials

District Action	Responsible Role (Individual or position responsible for this action)
Testing of mass communicating systems. Both Externally and internally. Internally for students and staff including substitutes. Externally for parents and the community using the Raptor 6 system. This test will be conducted and evaluated quarterly.	Director of Communications
Training for Staff including substitute teachers on safe handling procedures for chemicals used within the district.	Director of Safety and Security
Chemical Inventory will routinely be performed to ensure the availability of SDS for all chemicals used on site. TEC37.108 (f) (2), TAC 25 Pt 1 Sub A	Director of Facilities
Coordinated efforts with local LEPC (or Local Fire Department) to identify regulated facilities, to raise awareness of hazardous materials present within the community.	Executive Director of Security and Safety

Drills and exercises shall be performed at least once per each semester for students, staff including substitute teachers regarding hazardous materials. Facilities and Maintenance staff are designated and trained in the operation of the HVAC system.	Facilities and Maintenance Director
Personal Protective Equipment shall be available for staff and students for hazardous materials incidents. TEC 37.108 (f) (2), School Chemistry laboratory Safety Guide (NIOSH)	Facilities and Maintenance Manager
First Responders are Familiar with campuses. The district has hosted meet and greet sessions. Providing Lunch for meetings. First responders have been given maps and are constantly encouraged to do walk thru to ensure awareness as to which areas could be considered safe areas.	Director of Safety and Security

Response Phase

District actions during specific incidents involving hazardous materials

District Action	Responsible Role (Individual or position responsible for this action)
The appropriate Response shall be determined regarding the response protocol for a hazard materials hazard. Raptor 6, the text and phone trees will be utilized to communicate to the affected campuses and the entire community for affected schools. Shelter in Place and Evacuation for hazard materials events will be evaluated for the appropriate response. SRP (Love U Guys Foundation)	Superintendent
The initiation of the Reunification Method regarding a hazardous materials incident and communication for the affected campuses and communities shall be activated by utilizing Raptor 6, phone tree and text trees. Standard Response Protocols will be used per Source. (I Love U Guys Foundation). TxSSC Best Practices	Director of Communication
Accounting for all campus personnel shall done by utilizing Raptor 6 as well as the campus. The Red and green binder system. This process will account for all persons including staff, students, substitute teachers and visitors for affected campuses and facilities.	Principal
Continuity of Operations Plan (COOP) shall be activated using the Raptor 6, text tree and phone tree.	Principal
Tracking Hazard-Related expenses for Hazardous Materials shall be done utilizing the Skyward Financial System for both State and Federal reimbursement auditing.	Director of Finance.

Recovery Phase

Return to normal district operations following specific incidents involving hazardous materials

District Action	Responsible Role (Individual or position responsible for this action)
Initiating Psychological Support Services for Trauma and grief informed care for the entire population of effected campuses during Hazardous	Superintendent

materials incidents. Raptor 6, text tree and phones trees will used to communicates the initiation of this phase. TEC 37.108(f)(6)(d)	
Initiating of the damage assessment phase for a hazardous materials incident will be communicated by using Raptor 6. TEC 48.261	Director of Facilities and Maintenance.
Repairing of Facilities after a hazardous materials incident shall be prioritized with the continuity of operation plan considered. For the affected campuses and or facilities after a hazardous materials incident. TEC 48.261 TGC 418.073	Executive Director Operations
After Action Review shall include all parties involved in Recovery phase of the Hazardous Materials incident. HSEEP	Superintendent
Improvement plans are based on the findings from the After-Action review. HSEEP`	Executive Director of Operations.

Section 5 – Resources

5.1 Acronyms

LEPC Local Emergency Planning Committee

5.2 Definitions

Local Emergency Planning Committee (LEPC)

An LEPC is a voluntary organization that is established in an Emergency Planning District designated by the State Emergency Response Commission (SERC). Most Texas counties have a single LEPC, although some counties have multiple LEPCs that serve individual cities or communities in that county.



I. Train Derailment Appendix to the Hazardous Materials Annex

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Purpose and Scope

Purpose

A school district's Multi-Hazard Emergency Operations Plan (EOP) should include a policy for responding to a train derailment near a district facility if appropriate. Per Texas Education Code 37.108(d), a school district is only required to adopt the policy if a district facility is located within 1,000 yards of a railroad track, as measured from any point on the school's real property boundary line. The school district may use any available community resources in developing the policy described by this subsection.

This Train Derailment Appendix identifies specific district tasks necessary before, during, and after a train derailment incident.

Scope

This document applies to the whole district and the surrounding community, including first responder agencies. All district staff, including substitutes, who are assigned emergency management roles and responsibilities should receive training in and have access to all district emergency plans in addition to the plan, which will be activated and all stakeholders notified by using **Raptor**. External

stakeholders likely to respond to an incident should review this appendix for compatibility with their operations and resources.

Before a Train Derailment Incident	
Task	Responsible Role
Use Google Earth to determine the distance to the railroad tracks for all district campuses and facilities.	Director of Safety & Security
Identify which railroad companies operate the tracks near your school and locate their emergency contact information.	BNSF Railway Co. 1-800-832-5452
Reach out to the local fire department (FD) for assistance and preplanning guidance. The FD can help identify common hazardous materials, minimum safe evacuation distance standards, and other response protocols to help develop plans to fit your district.	Operation/Safety & Security
Reach out to your local or county Emergency Manager (EM) for assistance. They may be able to answer questions that the FD	Operation/Safety & Security

ILTexas Emergency Operations Plan (EOP)
Effective date: September 21, 2023
Review date: September 21, 2023

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Best practice: Ask your FD, EM, or Local Emergency Planning Committee (LEPC) to request a Commodity Flow Report from the railroad company. This will identify the most common hazardous materials that are transported through the area.	Operation/Safety & Security
Best practice: Identify the most common hazardous materials transported in your area, look up the response procedures in the Emergency Response Guidebook (ERG), and list them in the appendix.	Operation/Safety & Security
Contact the railroad company and ask about any applicable training provided in your area. Generally, there are signs located at railroad crossings that identify the owner of the railroad and contact information.	Operation/Safety & Security
Preplan your evacuation routes making sure to have alternate routes in place as a backup in the case that one is inaccessible. Assume that the train derailment will block traffic along with any crossings for up to one mile.	Operation/Safety & Security
Ensure your team knows how to turn off Heating, Ventilation, and Air-Conditioning (HVAC) systems if a shelter-in-place for Hazmat is ordered.	Director of Operations

Assigned personnel will be trained to use spill kits to seal doors during a shelter in place.	
Maintain Safety Data Sheets SDS.	

During a Train Derailment Incident	
Task	Responsible Role
Determine the Appropriate Response using the standard protocols for a train derailment as to Secure, Shelter in Place for Hazardous materials, evacuate or reunification based on the situation. TEC 37.108(a)(1) SRP (1) I Love U Guys Foundation. TEC 37.108(a)(3);37.108(f) (51)	Superintendent
Activate Emergency Mass Communication for Train Derailment using Raptor 6, text tree and phone tree. TEC 37.108(a)(3);37.108(f) (51)	Director of Communication

After a Train Derailment Incident	
Task	Responsible Role
Accounting for all persons including the entire community which includes staff, students, substitute teachers and visitors the of affected campuses and facilities shall be done by utilizing Raptor 6 and the red and green binder system. I Love U Guys Foundation TxSSC	Director of Communication
Psychological Resilience task shall support the trauma -informed care and grief-informed care for entire population of the affected campuses and facilities	Director of Mental Health Superintendent
The Damage Assessment will then lead to the remediation process.	

REUNIFICATION

In the event of an emergency such as a train derailment, reunification and safety of students and staff with their parents and family are IL Texas’s primary responsibilities. This will be achieved by identifying an appropriate and sizable reunification site, such as a nearby school, church, or community building, and arranging for transportation. In such situations, retrieving emergency contact information, notifying families about the incident and location of their wards, maintaining accurate registers of students and staff present, and ensuring that security, school counselors, and reunification go-kits are accessible at the site is of high importance. After that, the release of children to their caregivers is just a matter of verifying their guardians’ identification and custody rights.

BEFORE FAMILY REUNIFICATION IS NECESSARY

GOAL

Equip the school community to carry out an orderly family reunification under potentially high stress conditions. **OBJECTIVES**

- Review reunification logistics; check emergency supplies; and inform and train staff members, students, families, and other stakeholders in advance to

Identify all roles and responsibilities in reunification;

Facilitate communication between the family check-in, family waiting, student assembly, and reunification areas; and

Reduce confusion during the reunification process

- Collect student and staff emergency information from families and staff for accountable

COURSES OF ACTION

TxSSC, 2022

Principal

At Least 2 Weeks Before the New School Year

- With the Assistant Principal, School Resource Officer (SRO), and members of the school Safety Team, review reunification logistics

Reunification locations may be on campus (interior), on campus (exterior), off campus (interior), or off campus (exterior).

Reunification locations are divided into four distinct and separate areas to maintain separation between students and families: (1) Student Assembly Area, (2) Family Check-In Gate, (3) Family Waiting Area, and (4) Reunification Area.

An Individual Assistance Area will also be identified at each location, where family members can be escorted by a trained emotional health staff member to receive difficult information, such as a missing or injured child, a child detained by police, etc.

School buses will be used to transport students to off-campus locations.

- Ensure signs are pre-made for use to identify these areas if the reunification process is needed
- In consultation with the Superintendent and general counsel, review and update the memoranda of understanding that are in place with off-campus reunification partners
- During All Faculty Meeting Before School Opening
- Review designated locations and areas with all staff members and any community partners, including the afterschool program liaison and any organizations that will regularly use the building for activities out of regular school hours during the school year
- Discuss different emergency scenarios and corresponding adjustments that could be made to the four designated areas

DURING THE FAMILY REUNIFICATION PROCESS GOAL

Safely and efficiently reunify students and staff with verified and authorized families.

OBJECTIVE

- Initiate a systematic release of students and staff to families once verified by student records

COURSES OF ACTION

Incident Commander [Principal or designee]¹, Command, and General Staff

- Establish Incident Command Post and assign incident management personnel, as needed, according to ICS structure.
- Activate Communications and Warning Annex — Public Information Officer (PIO) [debate coach teacher] — to notify families and other stakeholders and to remind families to bring government-issued identification to the reunification site. The PIO will also address any media requests
- Communicate with the District Superintendent and local law enforcement to determine whether to stage the reunification on or off campus. Notify the city Community Reunification Team, if applicable.
- Activate the Reunification Team and instruct them to prepare the reunification areas.
- Give clear instructions to school staff about the reunification location, how to move students, and release procedures (alphabetically and/or as individual family members arrive) 1 Positions listed in square brackets are the titles of individuals who would likely fill that role under the ICS.
- Arrange for supervision and extended care of students with disabilities or those with access and functional needs and any students not reunified in a timely manner (First Aid/Medical Team; see Overnight Sheltering Annex).
- Arrange for the logistics of caring for injured students and staff members, including evacuation to a hospital as needed (Logistics Section Chief [member of administration]; see Public Health, Medical, and Mental Health Annex and Evacuation Annex).

AFTER THE FAMILY REUNIFICATION PROCESS HAS BEEN COMPLETED GOAL

Comprehensively close reunification location and ensure continued care for students and staff who are not yet reunified (e.g., students at hospital, delayed arrival of family).

OBJECTIVES

- Initiate comprehensive closing of reunification location (return equipment and unused supplies, take down signs, clean up reunification location)
 - Ensure continued care of all students who are not reunified with their families
 - Evaluate and refine plans; maintain records and documentation

COURSES OF ACTION Incident Commander/Principal Within 4 hours

- Transfer operational control back from ICS positions to those used on a daily basis • In conjunction with the Superintendent’s Office, follow emergency communications protocols to reassure stakeholders and provide information about the status, instructions for families in special circumstances, and notification of the availability of additional resources. **Guidance Director and Lead Teacher Within 4 hours**

- Update the Principal and Superintendent’s Office on the status of family reunification
 - Oversee support to the:

Few remaining students whose families have been delayed are providing continued care, and students and staff members are at the hospital (as applicable). **Assistant Principal and SRO Within 4 hours**

- Cross-reference other annexes to determine potential disruptions to the regular school setting as a result of the precipitating factors that led to the activation of the Family Reunification Annex **Head Custodian Within 4 hours**
 - Oversee the Clean-up Team as they Remove all school equipment; Gather all unused supplies; and Clean up reunification location.

School Secretary Within 4 hours

- Gather all forms, complete notes, summarize paperwork, and submit to Principal **Guidance Director and Guidance Staff Within 24 hours**
 - With community mental health partners, implement plan to support mental health needs of students and staff, following Critical Incident Team response protocols (see Recovery Annex) **Principal, Assistant Principal, and Guidance Director Within 48 hours**

- Debrief in small groups with staff and community partners, including providers of off-campus reunification locations At least one member of the guidance staff should co-facilitate each debriefing group and transcribe notes from any key finds Debriefing should include information about follow-up support resources Mental health staff members trained in Post-Traumatic Stress

Management will facilitate Coping Groups for students

Head Custodian Within 48 hours

- Oversee the restocking of reunification supplies as listed

Assistant Principal, Head Nurse, and School Secretary Within 48 hours

- Review and maintain records indicating that all students have been released to their lawful family members; and • Assess and document any financial obligations related to the reunification process (e.g., transportation or custodial overtime) **Principal As soon as possible, but within 2 weeks of the event**
- Convene the school Safety Team to review the event and adjust protocols within the Family

Reunification Annex and communicate with and retrain staff and stakeholders as needed

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ACCOUNTING FOR ALL PERSON

Students:

- Staff will use the Classroom Red Emergency Folder with the current printed rosters and **red** (Missing Students/Need Assistance)/**green** (All Students Accounted For) check forms.
- Staff will check their class
 - room
 - before
 - leaving and follow the route assigned on their evacuation map.
- Staff team will inspect all classrooms, hallways, gym, bathroom, etc., before announcing the "All Clear."
- The Classroom Door Posts Emergency drill folders with all drill procedures and a class roster inside.

Staff:

- Campus Emergency Response Team List
- Campus Incident Command Team List
- Teacher Buddy List, with teacher name and room number
- Special Staff Skills List that identifies staff that may be used in an emergency

Damage Assessments

- A task force will be formed with staff, operation, insurance, finance, security, and F&MS to assess damages.