

Crisis Management Plan

All District facilities, instructional and noninstructional, must have a current and updated copy of the District's crisis management plan on site, and it must be easily accessible to all staff.

The plan must provide for:

1. District employee training in responding to an emergency;
2. Mandatory school drills and exercises to prepare District students and employees for responding to an emergency;
3. Measures to ensure coordination with the Department of State Health Services (DSHS) and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency; and
4. The implementation of a required safety and security annual training on emergency procedures, which must be provided to all employees.

District-Level Crisis Management

The Safety Specialist will have the responsibility to:

1. Plan and support training programs regarding crisis prevention and management;
2. Identify and discuss confidentiality issues;
3. Develop signals and codes that will alert staff to a crisis;
4. Formulate a plan of action for effectively and immediately informing staff of a crisis situation; and
5. Provide guidance in the maintenance and enhancement of existing crisis management plans.

Campus-Level Crisis Management

Campus administrators, with the assistance of the campus safety committee, will have the responsibility to:

1. Educate and train staff on how to assist students in coping with the initial shock of a crisis;
2. Plan and prepare for counseling services when needed for staff and students after a crisis;
3. Maintain a private telephone line at the campus available only to law enforcement agencies and medical services; and
4. Review the campus emergency plan once a year and update all contact information.

Evacuation Drills

Evacuation and fire drills will be conducted and documented in accordance with local, state, and federal regulations governing school districts. Guidelines are as follows:

1. Students in all grades (prekindergarten through grade 12) will participate in one fire drill each month.
2. Students in all grades (prekindergarten through grade 12) will participate in one evacuation drill per year.
3. Campuses and locations will practice alternate obstructed and unobstructed drills.
4. The campus or location alarm system should be used in each drill. In the event that the system is not operating properly, alternate methods of alerts should be used such as air horns, public address systems, and the like.

**Emergency
Preparedness Drills**

Instructional facilities are required to hold practice drills as recommended by the Texas Unified School Safety and Security Standards in order to provide experience for students, faculty, and staff in emergency procedures. Each campus will conduct a minimum of two nonweather-related drills per year. These drills will consist of drills such as lockdown, shelter-in-place, and reverse evacuation.