- ✓ Ensure development of campus emergency plans that contain operational and tactical guidance consistent with the District multi-hazard EOP.
- Ensure completion of drills and exercises needed to ensure plan maintenance and as identified by best practices and incident or event after-action reviews.
- ✓ Ensure that campuses where summer school, extracurricular and contract activities are conducted have emergency guidelines in place that have been reviewed and tested through training, drills, and exercises.

Law Enforcement/Security:

✓ Support for District strategic, operational and tactical planning before, during and after incidents.

Transportation:

Support for District strategic, operational and tactical planning before, during and after incidents.

Food Services:

✓ Support for District strategic, operational and tactical planning before, during and after incidents.

Student Health:

✓ Support for District strategic, operational and tactical planning before, during and after incidents.

School Counselors and Social Workers:

- ✓ Support for District strategic, operational and tactical planning before, during and after incidents.
- ✓ Provide evidence-based crisis counseling and interventions to students and staff.

All District Administrators will:

- ✓ Identify a chain of command for emergency incidents and order of succession to ensure operational redundancy for an effective response and to maintain primary functions.
- ✓ Establish a redundant notification system to alert employees regarding emergency situations and expectations that includes emergency tasking and details of operational closings or delays.
- ✓ Remain current on planning, training and exercise requirements.
- ✓ Develop training and conduct drills designed to strengthen the emergency management plan.

Campus/Facility Staff will:

- ✓ Be empowered to take protective action for the safety of students and staff.
- ✓ Take on appropriate support roles as qualified and authorized.
- ✓ Help ensure student, faculty and staff accountability and safety.
- ✓ Relay emergency information and report concerns.
- ✓ Support emergency shelter and mass care operations.
- ✓ Support District outreach efforts to educate themselves, students and the community about ongoing District preparedness efforts.
- ✓ Participate in planning, training and exercising to become familiar with District emergency operations plans.
- ✓ Help ensure that facilities are maintained, clean, safe and orderly.
- ✓ Support damage assessment and emergency protective measures.

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

Common Responsibilities:

- ✓ Be empowered to take protective action for the safety of students and staff.
- ✓ Maintain internal emergency plans and SOGs including ongoing review, training and practice.

- ✓ Maintain situational awareness to maintain a safe and secure District.
- Support people with disabilities and others with access and functional needs in preparedness activities and during response.
- ✓ Notify the Superintendent when a department, facility or campus cannot carry out roles as described in the planning documents, or when changing circumstances or drill results necessitate plan re-evaluation.
- ✓ Provide regular status reports on department, facility or campus resources, activities and emergency conditions about which District administration and/or law enforcement should be aware.
- ✓ Maintain accurate records of the costs associated with responding to emergency situations, including but not limited to personnel (regular and overtime), equipment, supplies, and services, in order to support disaster recovery reimbursement.

### **Situations and Assumptions**

### Situation

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

The intent of this plan is to minimize or mitigate the effects of natural, technological, and human-caused hazards that may affect the district. The district is located within Travis, Williamson, Comal, Bexar, Bastrop, Kerr, Harris, Fort Bend, Waller, McLennan, Bell, and Tarrant counties and are located within the following cities: Austin, Georgetown, Fort Worth, Mountain Home, San Antonio, Houston, Bulverde, Bastrop, Hempstead, and Waco. These schools are serviced by ESCs 4,11,12, 13, and 20.

The district has 24 campuses. Only 1 out of 24 campuses are located on UT-Austin owned sites. All of the other school sites are situated on locations such as residential treatment centers, hospitals, secure shelters, churches, and elite gymnast training center. The district includes individuals with disabilities, individuals with access and functional needs, including limited English proficiency. It also is recognized that schools serve as in loco parentis, the legal doctrine under which an individual assumes some parental obligations and responsibilities including those related to safeguarding children.

## Individuals with Disabilities or Access and Functional Needs

The district's current enrollment of students with disabilities and/or access and functional needs is 250. Staff requiring additional assistance is 1. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The UTCSS ensures that students and UTCSS staff with disabilities are provided equal access to safety during a disaster or emergency situation. The district's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs in accordance with Education Code 37.108(f)(4) can be found throughout applicable annexes.

## **District's Facilities**

A map of each facility, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, and utility shutoffs is included in the Facility Maps Appendix.

Name of Facility	Address	Number of Employees
Administration Building	2200 East 6 <sup>th</sup> Street Austin Texas 78702	50

## **District Campuses**

The district has 24 campuses. Each campus serves a variety of grade levels. The individual campus logistics are identified in Appendix 12.

# Notice of Bomb Threat or Terroristic Threat

In the event that the University of Texas Charter School System (UTCSS) receives a bomb threat or terroristic threat relating to a campus or other district facility at which students are present, the UTCSS shall provide notification of the threat as soon as possible to the parent or guardian of or other person standing in parental relation to each student who is assigned to the campus or who regularly uses the facility, as applicable. *Education Code 37.113* 

# **Immediate Notification to Parents and Guardians**

In the event of a significant threat to the health or safety of students, the UTCSS ensures that parents, guardians, and other persons standing in parental relation will be provided with immediate notification through the methods as stated in the Campus Safety Plans supplement. The campus principal or their designee is responsible for ensuring parents, guardians, and other persons standing in parental relation are provided with immediate notification in the event of a

significant threat. These methods include notifications via phone/text and online methods such as email.

# **Direction and Control**

During emergency operations, the UTCSS administration retains administrative and policy control over their students, employees and resources. The Superintendent is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response, recovery and continuity operations including inter-departmental processes, such as a common communications protocol, that are designed to facilitate a coordinated effort with both internal and external stakeholders. Each campus and department in the District is responsible for having operational plans to support emergency incidents. Direction, Control, and Coordination is specifically addressed in UTCSS District's Annex A (Direction and Control) to this plan.

## **Emergency Operations**

Most UTCSS departments, campuses and staff have emergency functions in addition to normal day-to-day duties. The UTCSS uses the Incident Command System (ICS) in managing emergencies. Many responsibilities are inherent to an individual's primary job. During emergency situations, normal organizational arrangements may be modified to facilitate emergency operations.

## Expectations

District and University:

- Command and control of District Operations
- Student and staff accountability and reunification
- Parent notification and emergency public information
- Resource management

City/County in support of the District:

- Conduit to support District requests for assistance as well as requests from other entities for District resources
- Support emergency warning and notification, including public information

- Provide emergency response for life safety and protection
- Support resource and information sharing
- Support shelter and other emergency protective measures

Provide disaster recovery coordination

Volunteer Organizations and Other District Partners:

• If additional or unique resources are needed and available through existing local agreements and partnerships, the District will seek the additional support as outlined through the respective agreement.

State, Tribal, Federal, & Other Support:

• If additional or special resources are needed, the District will work through the appropriate city/county EOC to request or provide assistance.

### **Emergency Communications**

The District uses radios, cellular phones, phone tree, and intercom to ensure emergency communications. During emergency incidents, all non-emergency communication will be restricted on these devices. In addition, the District may use email, text messages, runners carrying hard-copy messages and/or facility intercom systems to ensure emergency communications. All emergency communication using such mediums will be predicated with an "Emergency Communications" tag. Non-emergency communication will be given lesser priority and misuse of the Emergency Communications message tag may be subject to disciplinary actions if necessary. The District will coordinate emergency communication with local police, fire and emergency medical services via cellular phone and landline phone.

### Emergency Alert and Warning

- The District uses Internet Web Site https://utcharter.org/ to inform the public.
- During emergencies, the District will work closely with local news media and use social and electronic media (such as Facebook, Twitter, websites, etc.) to provide clear and direct emergency information and updates.
- Emergency information will come from the Superintendent's office, or their designee, using ICS principles and include updates about the incident, areas affected, impact/potential impact upon the District, measures the District

takes to ensure the safety and well-being of students and where/when to find more information.

- Television, District and local websites and radio will support warning and emergency information and the District coordinates response with local emergency management offices.
- The District will work with its local jurisdictional and governmental entity partners to incorporate other public warning and alert systems, including emergency notifications systems, to provide additional emergency information to its constituents.

District Emergency Operations Center (District EOC)

- The District Emergency Operations Center (District EOC) is a pre-designated location where key decision makers gather to support incident management. This includes support of campus operations and the management of state and local resource requests.
- The purpose of the District EOC is to coordinate command decisions, resources and public information on a strategic level and to serve as an area command post when the District is faced with multiple incidents.
- The District EOC may be activated for any incident or event that occurs in or where the imminent threat exists that an incident will occur. This includes incidents where different emergency objectives are conducted at geographically separate locations within the District or where there is no single hazard impact site (such as a severe winter storm or area-wide utility outage).

Activation Considerations include, but are not limited to:

- Resources are required beyond District capabilities and those of the immediate first responder network.
- The emergency is of extended duration.
- Major policy decisions and/or other executive group support are anticipated.
- The incident has indications of expanding or intensifying.
- The Superintendent or their designee anticipates a request from local, regional, state or federal officials for District resources to support an incident or event.

- A threat becomes more likely and all or part of the District is or could be affected and additional readiness is required.
- The hazard becomes more localized so that specific impact site(s) are identified that directly or indirectly affect District properties, resources or operational integrity, including bus routes and the conduct of classes.
- Activation of the District's EOC is discussed in detail in Annex A: Direction and Control.

## Command Post(s)

The Incident Command Post usually is established at or near an incident or emergency scene and the Incident Commander is responsible for directing the emergency response and managing the resources at the incident scene. Incident Command Posts and the utilization of the National Incident Management System are discussed in detail in Annex A: Direction and Control.

## **Unified Command**

The UTCSS recognizes that some incidents may reach a level where command and control rests with other responding organizations. When this happens, the UTCSS will continue its support of the incident and retain its operational responsibilities toward students, staff and District resources. The UTCSS recognizes that when criminal activity is involved, law enforcement likely will assume the command function and when fire or hazardous materials incidents are involved, that function likely will rest with the fire department.

In incidents where someone other than a UTCSS employee assumes command, the UTCSS will ensure that it provides ongoing operational and tactical support through Unified Command and/or Area Command, depending upon the incident scope and duration.

## Joint Operations and Area Command

The UTCSS also may elect to support the local EOC to ensure unity of effort and when district resources are requested for emergency support outside of the District. When this occurs, the District EOC usually will remain operational as well.

### **Requesting Assistance**

If District resources are insufficient to deal with an emergency, the District may request, through appropriate channels, assistance from first responders, other Districts or jurisdictions, organized volunteer groups and/or State and Federal resources. The request process is set forth in Appendix 6 of this plan.

All resource requests must be coordinated through the Superintendent or their designee. External agencies and organizations that provide assistance are expected to coordinate with school leadership.

# **Administration and Support**

An incident of any kind requires documentation such as reports, logs, safety accountability, damage assessment, assistance requests, resource use, expenditures, timekeeping and related notes, paperwork and forms generated as part of the incident. The extent of documentation is contingent upon the size and scope of the incident.

## Documentation

It is the responsibility of each campus, facility or District department to compile, maintain and submit documentation and reports in a timely fashion and to assist with preparation of documentation needed to ensure compliance with records management and open records. All original notes and records are legal documents that should be preserved.

The District will maintain an incident log and collect documentation for any incident. Individual departments, facilities and campuses will maintain logs of decisions, timelines, logistical deployment and other actions related to their areas of responsibility and accountability.

In addition, after each emergency incident, disaster response, drill or exercise, the District will ensure that After Action Reviews (AAR) are conducted and the results captured in a written format that may include a Corrective Action Plan (CAP) designed to ensure that plans, guidance and policies are up to date and reflective of the requirements of the District to ensure a safe and secure learning environment. Documents to support this process are discussed in Appendix 7 of this plan.

## Vital Record Preservation

To continue normal District operations following an emergency or disaster, vital records must be protected. These include:

- Legal documents including plans and contracts
- Financial accountability
- Student accountability
- Other documents deemed vital to District operations

• If records are damaged during an emergency, the District may seek professional assistance to preserve and restore them.

### Policies

Formal policies that support the District multi-hazard Emergency Operations Plan and the planning process are maintained under separate cover and available from UTCSS Critical Incident Supervisor.

### Agreements

The District recognizes that during an emergency additional resources not reflected within existing agreements may be needed by the District and/or requested of the District. In these cases, the District may enter into agreements that initially may be verbal. Execution of agreements will be managed by individuals identified within the Executive Group, and as described in the Organization and Assignment of Responsibilities section of this plan. It is understood that verbal emergency agreements enabled by this plan will be reduced to writing by the District as soon as possible and always within 30-days of the request. Implementation of agreements, either to access school resources or to supplement the District's emergency response, shall be coordinated through the Executive Group.

External agencies and organizations working with the District in the management of resources and support are expected to work through District Executive Group and appropriate state channels for requesting assistance as well.

A list of existing agreements, including their authorization and expiration or review dates, is contained in Appendix 4 to this plan along with guidance regarding the channels for requesting assistance. Each agreement is executed by individuals empowered to do so on behalf of their organization and reviewed annually, with renewals executed as applicable and approved by the Superintendent or their designee and in accordance with school board policy.

# **Maintenance and Changes**

The Superintendent is responsible for approving and ensuring promulgation of this plan.

### Distribution

The Superintendent shall determine the distribution of the plan and its support documents.

Plan copies, in both electronic and hard copy, shall be distributed to individuals, departments, campuses, facilities and organizations tasked in this document.

Copies also are made available to the District EOC and other key partners, as appropriate.

Some individuals may receive only portions of this plan or its job aids.

Appendix 8 identifies the distribution of the EOP and its components.

## Review

The Superintendent or designee is responsible for ensuring the development, implementation and revision of this plan in conjunction with internal stakeholders as well as with local, state, regional and federal emergency management and Homeland Security partners and partner guidance.

Prior to the start of each school year, the District will complete a review of the UTCSS Multi-Hazard Emergency Operations Plan (EOP) and Campus Plans as well as support documentation. This includes updates to organizational and contact information, ongoing self-assessment results, drills and exercise expectations, and revisions identified as a result of the corrective action plan tasks, as well as policy and procedure reviews and applicable updates. In addition, the entire District emergency management program undergoes an audit once every three years as prescribed by Chapter 37 of the Texas Education Code and reported to the Texas School Safety Center.

## **Drills and Exercises**

As identified in state law (TEC §37.114), as well as in state and national best practices, every campus and key facility within the District shall schedule appropriate drills and exercises each school year and evaluate the effectiveness of each, including reports and after-action reports supported by Corrective Action Plans as needed. Drill and exercise guidance is contained in Appendix 9 of this plan. Additionally, training, exercise, and drill guidance is included in the functional and hazard-specific annexes associated with this plan.

## Safety and Security Audits

As identified in state law (TEC §37.108), the UTCSS shall comply with all mandatory safety and security audits which occur at least once every three years. The UTCSS shall follow all safety and security procedures as developed by the Texas School Safety Center. The Superintendent shall certify that the UTCSS used the funds provided through the school safety allotment under Section 42.168 only for the purposes provided by that section. The UTCSS shall report the results of the safety and security audit to the School Advisory Board and in the manner required by the Texas School Safety Center as required by Texas Education Code Section 37.108. The safety and security audit report shall be signed by the Superintendent and the charter school Advisory Board.

# **RECORD OF CHANGES**

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

Change Number	Date of Change	Name	Summary of Change
1	2/25/21	Safety & Security Committee Members, UTCSS	Hazard analysis by Texas region, Safety in portable buildings, procedures for substitute teachers, train derailment plan, updated campus emergency management designations, trauma- informed care policy, bleed control measures, active shooter plan, revised chain of command, immediate notification to parents/guardians
2	3/03/21	Advisory School Board, UTCSS (UT- UCS)	Review of EOP
3	3/23/21	Advisory School Board, UTCSS (UT Elementary School)	Review of EOP
4	6/15/21	Autumn Leal, Emergency Management Coordinator	Revisions to 21-22 EOP in preparation for committee review on 6/24/21

Change Number	Date of Change	Name	Summary of Change
5	6/24/21	Safety & Security Committee Members, UTCSS	Revised SSSC roster of members; added "Record of changes" section; added "Record of distribution" section; removed references to Kozmetsky campus; added Infectious Diseases Annex; revised Continuity of Operations supplement

# **RECORD OF DISTRIBUTION**

Updated or revised plans must be distributed district wide.

Title and Name of Person Receiving the Plan	Agency (school office, government agency, or private- sector entity)	Date of Delivery	Number of Copies Delivered
Dr. Melissa Chavez; AVP and Superintendent	University of Texas University Charter School	8/05/21	1
Jennifer W. Maedgen, Ph.D. – Advisory Board Chair	University of Texas University Charter School – Advisory Board	8/06/21 (as part of board packet)	1
Linda Addicks – Board Member	University of Texas University Charter School –	8/06/21 (as part of board packet)	1 (each member)

Title and Name of Person Receiving the Plan	Agency (school office, government agency, or private- sector entity)	Date of Delivery	Number of Copies Delivered
David Anderson – Board Member Eboni Calbow, Ph.D. – Board Member Suzon Kemp – Board Member Judith Loredo, Ph.D. – Board Member Jessica Toste, Ph.D. – Board Member	Advisory Board		

# **APPENDICES & ATTACHMENTS**

UTCSS : Multi-Hazard Emergency Operations Plan appendices, attachments, job aids, guidance and other support documents and tools. Campus EOP, hazard-specific, and functional annexes are addressed under separate cover.

## For Official Use Only

In accordance with School District, State of Texas and/or Department of Homeland Security policy relating to FOUO information, these materials are not to be distributed or shared without written permission of the Superintendent of Schools or their authorized designee.

Appendix 1: References and Acknowledgements
Appendix 2: Planning Team Roster
Appendix 2A: Safety and Security Committee
Appendix 3: Identified Threats & Hazards
Appendix 4: Existing Agreements
Appendix 5: Readiness Levels
Appendix 6: Resource Request Process
Appendix 7: Record Keeping & Reports
Appendix 8: Distribution of EOP & Supporting Documentation
Appendix 9: Drill & Exercise Guidance
Appendix 10: Glossary
Appendix 11: Unified School Safety & Security Standards
Appendix 12: UTCSS Campus Logistics
Appendix 13: Family Reunification Plan

Appendix 14: UTCSS Crisis Intervention Plan

Appendix 15: The University of Texas at Austin Emergency Operations Plan

Appendix 16: Responding to Active Shooter Emergency

Appendix 17: Incident Chain of Command

Appendix 18: Train Derailment Plan

# **APPENDIX 1: REFERENCES AND ACKNOWLEDGEMENTS**

# <u>Federal</u>

- Americans with Disabilities Act
- Education for Homeless Children and Youth Program Title VII-B of the McKinney-Vento Homeless Assistance Act (as amended by the No Child Left Behind Act of 2001 Non-Regulatory Guidance)
- Emergency Management and Assistance, 44 CFR
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) E-361, Multi-Hazard Emergency Planning for Schools, E-362, Multi-Hazard Emergency Planning for Schools, Train-the-Trainer, G-364, Multi-Hazard Emergency Planning for Schools
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) IS-100.SCa, Introduction to the Incident Command System for Schools
- Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS) IS-362A, Multi-Hazard Emergency Planning for Schools
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Family Educational Rights and Privacy Act (FERPA), Title 34, Part 99 CFR
- Federal Emergency Management Agency (FEMA), Continuity Guidance Circular (CGC) 1, July 2013
- Federal Emergency Management Agency (FEMA), Continuity Guidance Circular (CGC) 2, October 2013
- Federal Emergency Management Agency (FEMA), Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education and
- Federal Emergency Management Agency (FEMA), Guide for Developing High-Quality School Emergency Operations Plans
- Federal Emergency Management Agency (FEMA), Local Mitigation Planning Handbook, March 2013
- Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action 2011
- Health Insurance Portability and Accountability Act (HIPAA) of 1996, as amended. (42 U.S.C.)
- Homeland Security Act of 2002

- Homeland Security Exercise and Evaluation Program (HSEEP), Department of Homeland Security, April 2013
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- Homeland Security Presidential Directive, HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection
- Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime of 1990
- Statistics Ac Robert T. Stafford Disaster Relief and Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- The Disaster Mitigation Act of 2000, PUBLIC LAW 106–390
- The National Disaster Recovery Framework, September 2011
- The National Incident Management System, December 2008
- The National Mitigation Framework, May 2013
- The National Preparedness Goal, September 2011
- The National Preparedness System, November 2011
- The National Prevention Framework, May 2013
- The National Response Framework (2nd Ed.), May 2013
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
- U.S. Department of Education Grants to States for School Emergency Management Program CFDA 84.184Q
- U.S. Department of Education Guide to School Vulnerability Assessment: Key Principles for Safe Schools, 2008
- U.S. Department of Education NIMS Implementation for Schools and Institutions of Higher Education (IHEs)
- U.S. Department of Education, National Center for Education Statistics, Digest of Education Statistics, 2011.
- U.S. Department of Homeland Security (DHS), Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining Emergency Operations Plans, Version 2, 2010
- U.S. Department of Homeland Security (DHS), Comprehensive Preparedness Guide 201 (CPG 201): Threat and Hazard Identification, and Risk Assessment Guide National Infrastructure Protection Plan, Education Facilities Subsector, April 2012
- White House, Empowering Local Partners to Prevent Violent Extremism in The United States, 2012

## <u>State</u>

- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- Chapter 81 Disease Control Act
- Executive Order of the Governor Relating to Emergency Management
- Executive Order of the Governor Relating to the National Incident Management System
- Executive Order of the Governor Relating to the Regional Unified Command Structure
- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 552 (Public Information)
- Government Code, Chapter 791 (Inter-Local Cooperation Contracts)
- HSC Chapter 121, Subchapter B, Section(s) 121.021-121.025 Health Authorities
- Local Emergency Management Planning Guide (TDEM-10) Revision 4/ Emergency Management Planner's Guide The Planner's Toolkit 2014
- Senate Bill 11
- State of Texas Emergency Management Plan, May 2012
- Texas Community Right-to-Know Acts, Health and Safety Code, Chapters 505-507
- Texas Education Agency Government Code 61.1036 Section 3, F (F)
- Texas Education Code Chapter 26
- Texas Education Code Chapters 37
- Texas Education Code Chapters 38
- Texas Education Code Chapters 42
- Texas State Agency Continuity Planning Policy Guidance Letter (PDF)
- Texas Unified School Safety and Security Standards, Revised May 2014
- The Texas Homeland Security Strategic Plan, 2010-2015, Section 3.2.4 Objective 2.4: Enhance the Safety of Schools in Texas

# <u>Local</u>

- UT-UCS Board Policies
- UT Elementary Board Policies
- UTCSS Crisis Management Plan
- Campus Emergency Plans
- Family Reunification Plan
- UT-Austin Emergency Operations Plan

# **Relevant Texas School Organizations**

**Association of Texas Professional Educators (ATPE):** ATPE exists to serve the needs of Texas public education and fights for our schools on the local, state and national levels.

**Texas Association of Private and Parochial Schools (TAPPS):** TAPPS exists to provide for private and parochial schools educational extracurricular academic, athletic, and fine arts contests, including health and safety guidance and training.

**Texas Association of School Administrators (TASA):** The mission of the Texas Association of School Administrators is to promote, provide, and develop leadership that champions educational excellence.

**Texas Association of School Boards (TASB):** The Texas Association of School Boards promotes educational excellence for Texas schoolchildren through advocacy, visionary leadership, and high-quality services to school districts. TASB represents the largest group of publicly elected officials in the state.

**Texas Association of School Business Officials (TASBO):** Texas Association of School Business Officials (TASBO) is dedicated to being the trusted resource for school finance and operations in Texas.

**Texas Association of School Personnel Administrators (TASPA):** The mission of TASPA is to engage and develop human resource professionals thereby enhancing HR services to school districts.

**Texas Association of School Resource Officers (TASRO):** An association for school based law enforcement officers, school administrators, and school safety personnel.

**Texas Association of Secondary School Principals (TASSP):** To offer Texas principals and assistant principals a forum to explore the best practices in school administration with the ultimate goal of helping facilitate student learning.

**Texas Classroom Teachers Association (TCTA):** TCTA passionately represents Texas teacher issues at the federal and state levels and is recognized as a key partner in legislation development and advocacy.

**Texas Education Agency (TEA):** The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students. This includes: enhancing school safety and supporting schools in maintaining a disciplined

environment that promotes student learning. Reduce the number of criminal incidents on school campuses, and enhance school safety.

**Texas Elementary Principals/Supervisors Association (TEPSA):** Provides leadership training, networking opportunities, information and support for school leaders as we strive to improve the education of Texas school children and the working conditions of our members.

**Texas Middle School Association (TMSA):** We are a voluntary, nonprofit, statewide educational association that serves and represents Texas educators, administrators, children and parents... anyone who works with children ages 11-15.

**Texas School District Police Chiefs Association (TSDPCA):** The Texas School District Police Chiefs Association promotes the standardization of school district policing on a statewide basis.

**Texas State Teachers Association (TSTA):** The Texas State Teachers Association will unite, organize and empower public education advocates to shape public education in Texas thus providing a quality public school for every child.

**Texas School Safety Center at Texas State University (TxSSC):** The Texas School Safety Center (TxSSC), in accordance with Texas Education Code Chapter 37 supports school safety initiatives and mandates including, but not limited to, emergency management planning, training and drill and exercise support. The TxSSC serves as the central location for the dissemination of safety and security information -- including research, training and technical assistance for all K-12 public schools and junior colleges in Texas.

**University Interscholastic League (UIL):** The University Interscholastic League exists to provide educational extracurricular academic, athletic, and fine arts contests, including programs to safeguard the health and welfare of students.

# **APPENDIX 2: PLANNING TEAM ROSTER**

Name and Title	Work Phone	Cell Phone	Email Address	Text Messages?
UT Austin Director of Emergency Preparedness: Mr. Jonathan Robb	512.232.2114		jonathan.robb@austin.utexas.edu	Yes
				🖂 No
Superintendent: Dr. Melissa M. Chavez	512.471.4365	512.797.4302	m.m.chavez@austin.utexas.edu	🛛 Yes
				🗌 No
UT Austin President: Dr. Jay Hartzell	512.471.1232		president@utexas.edu	Yes
				🖂 No
UT Austin Vice President for Diversity and Community Engagement: Dr. Latoya Smith	512.232.3818		Latoya.smith@austin.utexas.edu	Yes
				🖂 No
Deputy Superintendent: Dr. Nicole Whetstone	512.495.3328	512.791.2270	nwhetstone@austin.utexas.edu	Yes
				🗌 No
District Emergency Management Coordinator: Autumn Leal-Shopp	512.699.5142		autumn_leal@austin.utexas.edu	Yes
				ΠNο
Campus Principal: Holly Engleman	512.751.4534	512.751.4534	hengleman@austin.utexas.edu	Yes
				ΠNο
Finance: Ms. Jenny Davis	512.471.1434	512.468.8558	jennydavis@austin.utexas.edu	Yes
				□ No

Name and Title	Work Phone	Cell Phone	Email Address	Text Messages?
Information Technology: Ms. Lori Moore	512.471.2983	512.656.1325	Imoore@austin.utexas.edu	🛛 Yes
UT Austin Facilities/Support Services: Mr. Darren Hale	512.471.2020		darren.hale@austin.utexas.edu	No Ves
Food Services: Ms. Kimberly Wilson	512.495.3300	210.710.7166	kimberlywilson@austin.utexas.edu	No
		210111011100		Yes
Transportation: Ms. Rae Ann Buentello	512.232.1886	512.554.9687	rab@austin.utexas.edu	No No
UT Police Department: Chief David Carter	512.232.9627		david.carter@austin.utexas.edu	
				☐ Yes
School Board of Trustees: Dr. Victor Saenz	512.232.7519		vsaenz@austin.utexas.edu	Yes
				🗌 No
Travis County Emergency Management: Chief Eric Carter	512.974.0473			Yes
· · · · · · · · · · · · · · · · · · ·				🔀 No
Austin Police Department: Chief Brian Manley	512.974.5017			Yes
				🖂 No
Sheriff's Office/ Travis County Sheriff: Ms. Sally Hernandez	512.854.9779		aally.hernandez@traviscountytx.gov	Yes
				🖂 No
Fire Department/ Travis County Fire Marshall: Mr. Tony Callaway	512.854.4621		fire.marshal@traviscountytx.gov	Yes
				No

Name and Title	Work Phone	Cell Phone	Email Address	Text Messages?
Austin-Travis County Emergency Medical Services: Chief Ernesto Rodriguez	512.972.7200			Yes
				🛛 No
Travis County Health and Human Services: Ms. Sherri Fleming	512.854.4100		sherri.fleming@traviscountytx.gov	Yes
				🖂 No
City of Austin Public Works / Travis County Road & Bridge	512.974.7065			Yes
				🖂 No
Travis County Sheriff's Office Crisis Intervention Team	512.854.3430			Yes
				🖂 No
Travis County Emergency Psychiatric Services	512.472.4357			Yes
				🖂 No
TDEM District Coordinator: Mr. Jay Hall	210.531.4335	409.284.9381	jay.hall@tdem.texas.gov	Yes
				No

# **APPENDIX 2A: SAFETY AND SECURITY COMMITTEE**

As identified in this plan, UTCSS has a Safety and Security Committee to prepare for, respond to, recover from emergencies and that identifies mitigation and prevention measures that keep school campuses and District facilities safe and secure.

To facilitate a coordinated emergency management program, Committee members are assigned primary responsibility for planning and coordinating emergency functions in a manner that is consistent throughout the District. For some scenarios (i.e. Continuity of Operations, Health Emergencies, Mental Health Functions, Security Planning), safety subcommittees may be designated to include both District Safety Team members and select other staff.

Campus level safety and security teams will be established at each campus to carry out responsibilities specific to their campus. It is the responsibility of the team to develop, maintain and test campus emergency plans.

## Safety and Security Committee

The superintendent or their designee identifies District Safety and Security Committee members, convenes meetings and supports the school safety audit process. The District Committee meets at least three times per year and may be called upon to support emergency operations, facilitate special events and support after action reviews. The Committee participates in the development and implementation of the UTCSS multi-hazard emergency operations plan. The Committee provides input into the campus planning and audit processes. Additionally, this Committee provides the district with campus, facilities, or support services information required in connection with a safety and security audit report. The safety and security audit is conducted at least once every three years. This audit includes an audit of all UTCSS's facilities. The UTCSS follows the safety and security audit procedures developed by the Texas School Safety Center.

### **Committee Membership**

The following individuals are designated as Safety and Security Committee members for UTCSS and agree to support District safety, security and emergency management functions.

In an emergency or when special event facilitation is required, they will support those operations, including activation of the District emergency notification process if needed. Emergency call down will occur in the order listed on the committee roster until one of the

individuals responds. That individual is responsible for verifying notification of all other individuals on the list. The District should retain and update the original at least once per semester.

A similar list should be maintained by each campus and provided annually to the District emergency manager. A list of District Committee members is included Table 2-1.

Safety and Security Committee Meetings	Meeting Dates	Members
2019-2020	<ul> <li>November 14, 2019</li> <li>February 6, 2020</li> </ul>	<ul> <li>Melissa Chavez</li> <li>Autumn Leal-Shopp</li> <li>Jonathan Robb</li> <li>Nicole Whetstone</li> <li>Holly Engleman</li> <li>Kathy Armenta</li> <li>Bari Rosenbluth</li> <li>Jenny Davis</li> <li>Bob Micks</li> <li>Lily Dominguez</li> <li>Shanika Ingram</li> </ul>
2020-2021	<ul> <li>September 24, 2020</li> <li>February 25, 2021</li> <li>June 24, 2021</li> </ul>	Committee members: Victor Saenz, Ph.D. – Committee Chair; President Designee Advisory Board Melissa Chavez, Ph.D. – Associate Vice President and Superintendent Nicole Whetstone, Ph.D. – Deputy Superintendent Autumn Leal – Assistant Superintendent Eboni Calbow, Ph.D University of Texas Charter School System;

	Advisory Board Member
	Jonathan Robb – UT-Austin
	Emergency Management
	Bob Micks – <i>University of Texas</i> <i>Charter School System; Human</i>
	Resources Director
	Scott Gray – University of Texas
	Charter School System; Advisory Board Member
	Shanika Ingram – University of Texas Charter School System;
	Parent
	Jessica Loredo-Carrizales –
	University of Texas Charter School System; Parent
	Mary King – <i>University of Texas</i> Charter School System; Teacher
	Roberto Rodriguez – <i>UT-Austin</i> <i>Police Department</i>
	Christopher Miller – <i>UT-Austin</i>
	Police Department
	Brandon Larner- UT-Austin Police Department
	Laura Davis – <i>Captain UT-Austin</i> <i>Police Department</i>

2021-2022	• October 6, 2021	Committee members:
	<ul> <li>February 15, 2022</li> <li>June 21, 2022</li> </ul>	Victor Saenz, Ph.D. – <i>Committee</i> <i>Chair; President Designee Advisory</i> <i>Board</i>
		Melissa Chavez, Ph.D. – <i>Associate</i> <i>Vice President and Superintendent</i>
		Nicole Whetstone, Ph.D. – <i>Deputy</i> <i>Superintendent</i>
		Autumn Leal – <i>Assistant</i> <i>Superintendent</i>
		Eboni Calbow, Ph.D <i>University of</i> <i>Texas Charter School System;</i> <i>Advisory Board Member</i>
		Starla Simmons, Ph.D <i>University</i> of Texas Charter School System; Advisory Board Member
		Jonathan Robb – <i>UT-Austin</i> <i>Emergency Management</i>
		Bob Micks – <i>University of Texas</i> <i>Charter School System; Human</i> <i>Resources Director</i>
		Kathleen Daniels – <i>University of Texas Charter School System;</i> <i>Operations Specialist</i>
		Scott Gray – University of Texas Charter School System; Advisory Board Member
		Shanika Ingram – <i>University of Texas Charter School System;</i> Parent
		Jessica Loredo-Carrizales – University of Texas Charter School System; Parent
		Mary King – University of Texas Charter School System; Teacher

Roberto Rodriguez – <i>UT-Austin</i> <i>Police Department</i> Michelle Murray – <i>University of</i> <i>Texas Charter School System;</i> <i>Teacher</i>
Christopher Miller – <i>UT-Austin</i> <i>Police Department</i> Brandon Larner- <i>UT-Austin Police</i> <i>Department</i> Laura Davis – <i>Captain UT-Austin</i> <i>Police Department</i>

Name and Title	Work Phone	Cell Phone	Email	Text Messages?
Melissa M. Chavez, Superintendent, The University of Texas Charter School System	512-471-4365	512-797-4302	<u>m.m.chavez@austin.utexas.edu</u>	⊠ Yes □ No
Autumn Leal Shopp, District Emergency Management Coordinator	512-495-3309	512-699-5142	autumn_leal@austin.utexas.edu	⊠ Yes □ No
Nicole Whetstone, Deputy Superintendent	512-495-3328	512-791-2270	<u>nwhetstone@austin.utexas.edu</u>	⊠ Yes □ No
Jessica Loredo Carrizales, Parent	512-769-4755			Yes
Kathleen Daniels, Operations Specialist, University of Texas Charter School System	361-212-2271	361-212-2271	<u>kdaniels@austin.utexas.edu</u>	⊠ Yes □ No
Shanika Ingram, Parent	512-317-2394			⊠ Yes □ No
Jonathan Robb, Director, Office of Emergency	512-232-2114		Jonathan.robb@austin.utexas.edu	□Yes ⊠ No

Preparedness				
Victor Saenz, School Board	512-232-7519		vsaenz@austin.utexas.edu	Yes
President Designee				🔀 No
Mary King, Teacher	512-495-3300		Mary.king@austin.utexas.edu	Yes
				🔀 No
Michelle Murray, Teacher	512-495-3300		michelle.murray@austin.utexas.edu	Yes
				🖂 No
Laura Davis, Chief, UT Police	512-471-4441		laura.davis@austin.utexas.edu	Yes
Department				No No
Roberto Rodriguez,	512-471-4441		roberto.rodriguez3@austin.utexas.edu	Yes
Corporal, UT Police Department				🔀 No
Eboni Calbow, Board	512-232-2716		eboni.calbow@utexas.edu	Yes
Member				🖂 No
Starla Simmons, Board	512-3434		starla.simmons@austin.utexas.edu	Yes
Member				🔀 No
Scott Gray, Board Member			j.scot.gray.jr@gmail.com	Yes
				🖂 No
Bob Micks, HR Director	512-471-3137	512-587-3670	rmicks@austin.utexas.edu	🛛 Yes
				🗌 No

### **Campus Safety Teams**

Campus safety teams will be developed by the Principal of each campus to meet the unique needs of their schools and like the District committee meet at least twice annually, support the school safety audit process, evaluate drills and exercises and support the overall planning, training, drill and exercise process. Details of the Campus Safety Team expectations are included in each campus plan. The individual campus safety plans are a supplement to the MEOP.

### **Emergency Management Coordinator and Campus Coordinators**

The superintendent of schools may designate an individual whose responsibility it is to oversee the District's emergency management program. If the superintendent does not so designate, the emergency management responsibilities remain with them. Likewise, each campus may designate an emergency management point of contact, whose responsibility it is to oversee the campus' emergency management and safety program and to ensure campus plan alignment with the District EOP. If the principal of a campus does not make such a designation, then the emergency management responsibilities for the campus remain with them. The following forms are used to indicate the emergency management designation for the District and for each campus, respectively.

## UTCSS DISTRICT EMERGENCY MANAGEMENT COORDINATOR DESIGNATION

The following emergency management designation information will be used for emergency and safety related coordination, collaboration and correspondence from the district and local partner emergency response agencies.

### To be completed by the Superintendent of Schools

I HAVE NOT appointed a District Emergency Management Coordinator (EMC) and will <u>personally</u> direct the UTCSS emergency management program.

I HAVE appointed/re-appointed a District Emergency Management Coordinator (EMC) identified below to conduct the District's emergency management program.

This appointment is effective 11-15-2019 and continues until 11-15-2022.				
Autumn Leal-Shopp				
2200 East 6 <sup>th</sup> Street				
Austin, TX 78702				
ber: 512.495.3309				
ber: 512.699.5142				
: 512.699.5142				
autumn_leal@austin.utexas.edu				
)				

I HAVE appointed an Assistant EM Coordinator identified below.

I HAVE NOT appointed an Assistant EM Coordinator and will personally serve the UTCSS in that role.

Effective Date:	This appointment is effective on 6/30/2019 and continues until 6/30/2022				
Assistant EMC:		Bob Micks			
Mailing Address:		2200 East 6 <sup>th</sup> Street, Austin Texas 78702			
Office Phone Number:		512.699.5142			
Home Phone Number:		512.699.5142			
Cell Phone Number:		512.699.5142			
E-mail:		autumn_leal@austin.utexas.edu			

**Superintendent Signature** 

Date

### **CAMPUS EMERGENCY MANAGEMENT DESIGNATION**

The following emergency management designation information will be used for emergency and safety related coordination, collaboration and correspondence from the district and local partner emergency response agencies.

### To be completed by the Campus Principal

Campus:					
Campus Main Phone Number:					
Campus Fax Number:					
I HAVE NOT appointed an Emergency Management point of contact and will personally dir the emergency management program for this campus.				· · · · · · · · · · · · · · · · · · ·	
				the Emergency Management Coordinator identified below to ent program for this campus.	
Effective:		This appoint	ment i	s effective [DATE and continues until [DATE.	
EM Point of	Conta	ct Name:			
Mailing Addr	ress:				
Home Phone	e Num	ber:			
Cell Phone N	lumbe	r:			
E-mail:					
I HAVE appointed an Assista			ant Em	ergency Management Point of Contact.	
I HAVE NOT appointed an Assistant Emerger serve the campus in that role.				nt Emergency Management Point of Contact and will personally	
Effective: This appoint		ment i	s effective [DATE and continues until [DATE.		
EM Point of Contact Name:					
Mailing Address:					
Home Phone Number:					
Cell Phone Number:					
E-mail:					

**Principal Signature** 

# **APPENDIX 3: HAZARD ANALYSIS**

### Overview

UTCSS is an important part of the whole community and plays a unique role in ensuring a safe, secure and healthy environment for students, faculty and staff as well as for the community. The District maintains resources that not only support its daily educational mission, but also may be viewed as an important resource when disaster strikes. The District, as the community in which it is located, is exposed many hazards that have the potential for disrupting the District and any or all of its operations.

A summary of potential hazards is outlined in Figures 1 through 4. Hazards are divided into three categories – natural, technological and security. Further, due to the Charter School System being spread out across Texas, the committee has performed a hazard analysis by Texas region—which has been divided into four regions. The District has researched historical records and utilized subjective estimates to determine criticality, which is a measure of event probability and the District's ability to mitigate the harmful effects of an incident upon health, safety and property. In addition, the District conducts ongoing self-assessments to ensure that planning assumptions are relevant to the whole community.

## Austin Area/Central Texas Figure 1: Hazards Summary

	LIKELIHOOD OF OCCURRENCE	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY	ESTIMATED IMPACT ON PROPERTY
HAZARD	UNLIKELY/ OCCASIONAL/	LIMITED/MODERATE/	Limited/Moderate/
	LIKELY/HIGHLY LIKELY	Major	Major
NATURAL			
DROUGHT	OCCASIONAL	LIMITED	LIMITED
Earthquake	UNLIKELY	LIMITED	LIMITED
Flooding	LIKELY	MODERATE	MODERATE
Hurricane	LIKELY	MAJOR	MAJOR
Tornado/High Winds	OCCASIONAL	MODERATE	MODERATE
WILDFIRE	OCCASIONAL	MODERATE	MODERATE
WINTER STORM	HIGHLY LIKELY	MAJOR	MAJOR
Severe Heat	HIGHLY LIKELY	MAJOR	MAJOR
Pandemic	HIGHLY LIKELY	MAJOR	LIMITED
Technological			
Dam Failure	UNLIKELY	LIMITED	LIMITED
Chemical	OCCASIONAL	MODERATE	MODERATE
Hazmat/Lab Spill (fixed site)	UNLIKELY	MODERATE	MODERATE
Hazmat/Oil Spill (transport)	UNLIKELY	MODERATE	MODERATE
MAJOR STRUCTURAL FIRE	UNLIKELY	MODERATE	MODERATE
NUCLEAR FACILITY INCIDENT	UNLIKELY	NLIKELY MODERATE	
WATER SYSTEM FAILURE	UNLIKELY	MODERATE	MODERATE
PIPELINE LEAK/EXPLOSION	UNLIKELY	ELY MODERATE	
TRAIN DERAILMENT	OCCASIONAL	MODERATE	MODERATE
Power Outage	OCCASIONAL	MODERATE	MODERATE
TRANSPORTATION ACCIDENT	OCCASIONAL	MODERATE	MODERATE
HUMAN CAUSED			
CIVIL DISORDER	OCCASIONAL	MODERATE	MODERATE
KIDNAPPING/ABDUCTION	OCCASIONAL	MODERATE	MODERATE
INTRUDER IN BUILDING	OCCASIONAL	MODERATE	MODERATE
Suicide	OCCASIONAL	MAJOR	MAJOR
WEAPON ON CAMPUS	OCCASIONAL	MAJOR	MAJOR
Sexual Assault	OCCASIONAL	MODERATE	MODERATE

## North Texas Figure 2: Hazards Summary

rigure 2. nazarus Summa	LIKELIHOOD OF OCCURRENCE	ESTIMATED IMPACT ON PUBLIC HEALTH & SAFETY	ESTIMATED IMPACT ON PROPERTY
Hazard	Unlikely/ Occasional/ Likely/Highly Likely	Limited/Moderate/ Major	Limited/Moderate/ Major
NATURAL		IVIAJOR	IVIAJOR
DROUGHT	OCCASIONAL	LIMITED	LIMITED
EARTHQUAKE	UNLIKELY	LIMITED	LIMITED
FLOODING	LIKELY	MODERATE	MODERATE
HURRICANE	LIKELY	MAJOR	MAJOR
Tornado/High Winds	LIKELY	MODERATE	MODERATE
WILDFIRE	OCCASIONAL	MODERATE	MODERATE
WINTER STORM	HIGHLY LIKELY	MAJOR	MAJOR
Severe Heat	HIGHLY LIKELY	MAJOR	MAJOR
Pandemic	HIGHLY LIKELY	MAJOR	LIMITED
TECHNOLOGICAL			
Dam Failure	UNLIKELY	LIMITED	LIMITED
Chemical	OCCASIONAL	MODERATE	MODERATE
Hazmat/Lab Spill (fixed site)	UNLIKELY	MODERATE	MODERATE
HAZMAT/OIL SPILL (TRANSPORT)	UNLIKELY	MODERATE	MODERATE
MAJOR STRUCTURAL FIRE	UNLIKELY	MODERATE	MODERATE
NUCLEAR FACILITY INCIDENT	UNLIKELY	MODERATE	MODERATE
WATER SYSTEM FAILURE	UNLIKELY	MODERATE	MODERATE
PIPELINE LEAK/EXPLOSION	UNLIKELY	MODERATE	MODERATE
TRAIN DERAILMENT	UNLIKELY	MODERATE	MODERATE
Power Outage	OCCASIONAL	MODERATE	MODERATE
TRANSPORTATION ACCIDENT	OCCASIONAL	MODERATE	MODERATE
HUMAN CAUSED			
CIVIL DISORDER	OCCASIONAL	MODERATE	MODERATE
KIDNAPPING/ABDUCTION	OCCASIONAL	MODERATE	MODERATE
INTRUDER IN BUILDING	OCCASIONAL	MODERATE	MODERATE
Suicide	OCCASIONAL	MAJOR	MAJOR
WEAPON ON CAMPUS	OCCASIONAL	MAJOR	MAJOR
Sexual Assault	OCCASIONAL	MODERATE	MODERATE