

# Open Records Appendix

This appendix meets the legislative requirements for open records release related to Emergency Operation Plans required by TEC Sec. 37.108(c-2)(1)-(9)

**1. TEC Sec. 37.108(c-2)(1)**

The University of Texas Elementary School Charter School herby verifies that an emergency operation plan has been established.

**2. TEC Sec. 37.108(c-2)(1)**

The following agencies were either involved in the development of the plan or in coordinating with the district to respond to an emergency: University of Texas at Austin Police Department, University of Texas at Austin Office of Emergency Management, Austin Fire Department, Austin Public Health

**3. TEC Sec. 37.108(c-2)(2)**

The plan was reviewed within the last 12 months and the specific review dates are below:

2/12/21, 2/25/21, 2/26/21, 5/26/21, 6/24/21, 6/27/21, 9/04/21, 10/06/21, 2/15/22, 3/24/22, 4/8/22

**4. TEC Sec. 37.108(3)**

The plan addresses all 5 phases of emergency planning and examples are provided:

1. Prevention--- daily safety procedures, hand sanitizer, posted hand-washing signs, maintenance of immunization records,
2. Preparedness— practicing safety drills including Lockdown, Lockout, Shelter Hazmat, Shelter in Place, Evacuation (Fire) with students and staff; training all staff and substitute teachers on the Emergency Operations Plan, conducting safety and security audits
3. Mitigation—Inter-agency collaboration, structural mitigation of buildings (i.e. locked perimeter gates and access points), visitor sign-in policy and procedures,
4. Response— use of Incident Command System, Continuity of Operations Plan, immediate parent notifications, systems-wide emergency alerts from UT-Austin, Family Reunification Plan
5. Recovery— Crisis management plan, trauma-informed care practices

**5. TEC Sec. 37.108(c-2)(4)**

District employees have been trained to respond to an emergency with the following training programs.

Type of training	Number of employees trained	Name of trainer
<u>Emergency Operations Plan</u>	<u>38</u>	<u>UT Canvas/Kathleen Daniels</u>
<u>Campus Safety Plans</u>	<u>38</u>	<u>Nicole Whetstone</u>

**6. TEC Sec. 37.108(c-2)(5)**

Each campus in the district has conducted mandatory emergency drills and exercises in accordance with the plan:

Drill/exercise type	Date	Campus/facility
<u>Automated External Defibrillator</u>	<u>9/09/21</u>	<u>UTES</u>
<u>Stop The Bleed</u>	<u>7/29/21, 9/24/21</u>	<u>UTES</u>
<u>Emergency Operations Plan</u>	<u>Fall 2021 (ongoing)</u>	<u>UTES</u>

7. **TEC Sec. 37.108(c-2)(6)**

There is district school within 1000 yards of a railroad track (circle one).      **Yes**      No

8. **TEC Sec. 37.108(c-2)(6)**

If the answer to item seven above is yes, then acknowledge whether there is a train derailment annex as part of the Emergency Operation Plan (circle one).      **Yes**      No

9. **TEC Sec. 37.108(c-2)(7)**

The district acknowledges that a safety and security audit has been conducted:

Date of audit: 2/1/22 – 2/3/22

Name of person who conducted the audit: Dr. Autumn Leal, Kathleen Daniels, Bob Micks, Lori Moore

Date the audit was presented to the board: 3/22/22

10. **TEC Sec. 37.108(c-2)(8)**

The advisory board made 3 recommendations for improvement of the plan. In the last 12 months, 2 of the recommended improvements have been accomplished. In the past 12 months, 1 of the recommended improvements have been started but are not finished at the time of this document.

11. **TEC Sec. 37.108(c-2)(9)**

The district has established a visitor policy (circle one).      **Yes**      No

The provisions governing access to a district building is as follows:

Checking in process that includes checking/verifying identification, limited access on site, supervised access.

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The provisions governing access to other district property is as follows:

There are no other district properties at this time.