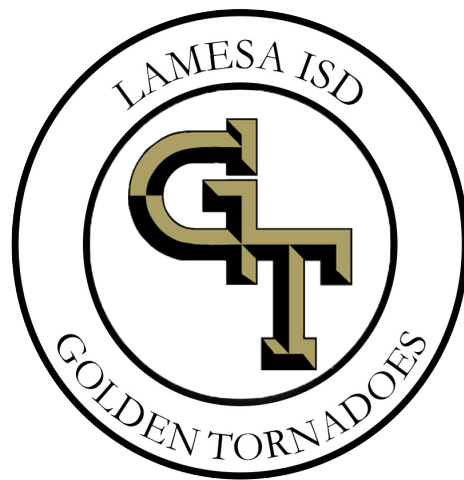


**Lamesa ISD**

# **Emergency Operation Plan**



**2021**

## **PROMULGATION STATEMENT**

Lamesa ISD and its stakeholders expect that schools are safe havens for education. However, the district cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, and all staff, including substitute teachers, must be prepared to respond to an incident efficiently and effectively. Through its emergency management program, the district strives to ensure that Lamesa ISD continues to provide a safe, orderly environment for students, staff, visitors that also supports the community. The district emergency management program is comprehensive, multi-hazard, and embraces local, state, and federal standards as well as proven practices including all phases of emergency management.

This plan is known as the Lamesa ISD Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the district's intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The district's planning process is supported by collaboration, training, and exercise. This plan is designed to allow for integration with local, state, and federal emergency management and continuity of operations plans. The district EOP and related documents are reviewed at least annually by the District's School Safety and Security Committee, as set forth in Chapter 37.108 of the Texas Education Code and updated as required by the district.

The Superintendent is responsible for approving and ensuring promulgation of this plan, which supersedes all previous district emergency plans. If any portion of the Multi-Hazard Emergency Operations Plan or support documents are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the plan. The superintendent may designate, in writing, an individual who assumes the role of district emergency management coordinator (EMC) and is authorized to develop and distribute plan changes and updates. However, comprehensive or major revisions will be signed by the Superintendent.

---

Superintendent

Date Signed \_\_\_\_\_

## **APPROVAL & IMPLEMENTATION**

### **BASIC PLAN**

This Basic Plan is hereby approved for implementation and supersedes all previous editions.

Approved:\_\_\_\_\_Date:\_\_\_\_\_  
Jim Knight, Superintendent

Concurred:\_\_\_\_\_Date:\_\_\_\_\_  
Doug Morris, Safety and Security Director

Concurred:\_\_\_\_\_Date:\_\_\_\_\_  
Alex Sauseda, Lead SRO

## RECORD OF CHANGES

### BASIC PLAN

#### 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             | 04-28-21       | Safe and Supportive Schools Program Team, Lamesa ISD | Initial development using Texas School Safety EOP Template |
|               |                |  |  |
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#### 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 |
|---|---|------------------|----------------------------|
| Will distribute after Superintendent's approval |   |                  |                            |
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### 1.0 PURPOSE

The purpose of the District's Emergency Operations Plan (EOP) is to educate and inform on what to do before, during, and after an incident by outlining the responsibilities and duties of the district administrators, staff, substitute teachers, students, response agencies, and the community. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

The plan addresses the process for developing and maintaining capabilities for a whole-community approach during all phases of emergency management. The plan addresses capabilities needed for mitigation, prevention, preparedness, response, and recovery activities and addresses processes for identifying and meeting training needs. The process and schedule for developing, conducting, and evaluating drills and exercises are addressed. The EOP addresses operational considerations and infrastructure activities designed to mitigate the impacts of hazards that the district faces.

Lamesa ISD will review and update the plan and support documents in a way that is consistent with district policy. Revisions will enhance the district's ability to support all phases of emergency management.

#### A. Scope

This plan is applicable to all district sites and ensures that individuals with disabilities and those with access and functional needs are addressed. This plan includes a hazard analysis, which identifies district specific hazards and addresses those in the basic plan, annexes, and appendices.

#### B. Goal

The goal of this plan is to identify district-centered emergency management practices, relationships, responsibilities, and general considerations for the district and for facilities, campuses, and departments to integrate emergency management into their emergency plans in order to minimize the loss of life and damage to property.

### 2.0 LEGAL AUTHORITY

#### A. Local

1. City of Lamesa
2. Dawson County
3. South Plains Rural Health District

#### B. State

1. Texas Education Code, Chapter 37:
  - i. Education Code 37.108(a) states that a district shall adopt and implement a multi-hazard emergency operation plan for use in the district's facilities. The plan must address mitigation, prevention, preparedness, response, and recovery.

- ii. Education Code 37.108(c-2) states that a document relating to a district's multi-hazard emergency operations plan is subject to disclosure if the document enables a person to:
    1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including the Department of State Health Services, local emergency services agencies, law enforcement agencies, health departments, and fire departments. See the district's Open Records Policy Appendix.
  - iii. Education Code 37.108(c-2) (7) verify that the district has completed a safety and security audit under Subsection (b) and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the district's board of trustees. See the district's Open Records Policy Appendix.
2. Texas Education Code, Chapter 38
  3. Texas Government Code, Chapter 418
- C. Federal
1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
  2. Homeland Security Presidential Directive 5: Management of Domestic Incidents
  3. Presidential Policy Directive 8: National Preparedness

### **3.0 EXPLANATION OF TERMS**

#### **A. Acronyms**

|        |   |
|--------|---|
| AAR    | After-Action Report                               |
| AED    | Automated External Defibrillators                 |
| EMC    | Emergency Management Coordinator                  |
| EMS    | Emergency Medical Services                        |
| EOC    | Emergency Operations Center                       |
| EOP    | Emergency Operations Plan                         |
| HHSC   | Health and Human Services Commission              |
| HSEEP  | Homeland Security Exercise and Evaluation Program |
| HSPD-5 | Homeland Security Directive – 5                   |
| IAP    | Incident Action Plan                              |
| IC     | Incident Commander                                |
| ICP    | Incident Command Post                             |
| ICS    | Incident Command System                           |
| IP     | Improvement Plan                                  |
| MAA    | Mutual Aid Agreement                              |
| MOU    | Memorandum of Understanding                       |
| NRF    | National Response Framework                       |
| NIMS   | National Incident Management System               |
| PBIS   | Positive Behavioral Interventions and Supports    |
| PIO    | Public Information Officer                        |
| TEA    | Texas Education Agency                            |
| TEC    | Texas Education Code                              |
| UC     | Unified Command                                   |

B. Definitions

1. **Agreement:** An agreement can consist of a contract, MAA, or MOU between the district and another entity.
2. **Drill:** A drill is typically operations based and designed to practice certain tasks or routines, such as a lock-down.
3. **Emergency:** Any incident that requires responsive action to protect life or property.
4. **EOP Planning Team:** The district's EOP Planning Team represents the personnel tasked with writing, reviewing, and updating the district's EOP. This team can mirror the district's Safety and Security Committee.
5. **Exercise:** An exercise is a hypothetical emergency scenario designed to encourage practical applications from lessons learned from drills such as a tabletop exercise. This could mirror an existing team such as the Safety and Security Committee.
6. **Function:** A function is a critical activity that needs to be accomplished during an incident.
7. **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
8. **Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action.
9. **Incident Action Plan:** An IAP formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.
10. **Incident Commander:** The IC has responsibility for the management of all emergency activities.
11. **Incident Command Post:** The ICP is the location where the primary functions are performed.
12. **Incident Command System:** ICS is the response infrastructure designed under the National Incident Management System to facilitate effective and efficient management of an incident.
13. **Incident Command System Forms:** These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities.
14. **Mutual Aid Agreement:** An MAA commit parties to a mutually beneficial, cooperative agreement. The agreement is usually to provide staff, resources, and/or services during an emergency with the expectation of a future reciprocal exchange of comparable value, if needed.
15. **Memorandum of Understanding:** An MOU is a written agreement designed to ensure that needed resources are available.
16. **National Incident Management System:** NIMS coordinates emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.
17. **National Response Framework:** NRF is a guide to how the nation will conduct all-hazards incident response including the development of policies, plans, and procedures governing how to effectively allocate and provide resources.
18. **President's Homeland Security Directive 5:** A presidential order that established a single, comprehensive national Incident Management System and requires all federal departments make adoption of the NIMS by state, tribal, and local organizations a



condition for federal preparedness assistance through grants, contracts, and other activities.

19. **Unified Command:** The UC is a structure in which the role of the incident commander is shared by two or more individuals, having authority in a different responding agency.

#### 4.0 SITUATION AND ASSUMPTIONS

##### A. 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 Dawson County, Lamesa Texas, and is serviced by ESC 17. There are 1 non-campus facility. The district has 5 campuses. 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.

##### 1. Individuals with Disabilities or Access and Functional Needs

The district's current enrollment of students with disabilities and/or access and functional needs is (2). Staff requiring additional assistance is 1. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. 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.

##### 2. 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 |
|----------------------|-----------------------------------|---------------------|
| Maintenance Building | 1108 S. Lynn<br>Lamesa, TX 79331  | 20                  |
| Central Office       | 212 North Houston<br>Lamesa Texas | 15                  |

A master schedule of facilities is available at the administration building.

##### 3. District Campuses

The district has 1 high school, 1 middle school, and 2 elementary schools.

Lamesa ISD Emergency Operation Plan

|  |   |  |
|--|---|--|
| <b>Name of Campus/Facility</b>   | <b>Address</b>                                      | <b>Number of Employees</b>                         |
| <i>Lamesa High School</i>  | 600 North 14 <sup>th</sup>                          | 55   |
|  |   |  |
| <b>Number of buildings on property:</b>  | 3   |  |
|  |   |  |
| <b>Presence of adequate communication equipment / cell phone coverage?</b>                         | Yes   |  |
|  |   |  |
| <b>Lamesa High School Geographical Issue</b>   |   | <b>If yes, where is this addressed in the EOP?</b> |
| <b>Which EMS provider services your Lamesa High School?</b>  | <i>Medical Arts EMS</i>                             |  |
| <b>Is there an extended response for EMS services?</b>   | <i>No</i>   |  |
| <b>Which Fire / HazMat services your Lamesa High School?</b>                                       | <i>Lamesa Fire and Rescue</i>                       |  |
| <b>Is there an extended response for Fire / HazMat Services?</b>                                   | <i>No</i>   |  |
| <b>Which Law Enforcement services your Lamesa High School?</b>                                     | <i>Lamesa Police Department</i>                     |  |
| <b>Is there an extended response for Law Enforcement?</b>  | <i>Dawson County Sheriff</i>                        |  |
| <b>Are there any Chemical Plants that may impact the Lamesa High School?</b>                       | <i>No</i>   |  |
| <b>Are there any Pipelines that may impact the Lamesa High School?</b>                             | <i>No</i>   |  |
| <b>Are there any Power Plants (nuclear, ethanol, etc.) that may impact the Lamesa High School?</b> | <i>No</i>   |  |
| <b>Are there Railroad Tracks within 1000 yards of the Lamesa High School fence line?</b>           | <i>No</i>   |  |
|  |   |  |
|  |   |  |
|  |   |  |
| <b>Lamesa High School Staffing</b>   | <b>Number (At the beginning of the School Year)</b> |  |
| <b>Administrators</b>  | 4   |  |
| <b>Cafeteria Staff</b>   | 5   |  |
| <b>Custodial Staff</b>   | 4   |  |
| <b>Instructional Assistants</b>  | 7   |  |
| <b>Law Enforcement / SROs</b>  | 1   |  |
| <b>Substitute Teachers</b>   | Varies  |  |
| <b>Support Staff</b>   | 5   |  |

Lamesa ISD Emergency Operation Plan

|   |               |
|---|---------------|
| <b>Teachers</b>   | <b>30</b>     |
| <b>Nurse</b>  | <b>1</b>      |
|   |               |
|   |               |
| <b>Individuals with Disabilities or Access and Functional Needs</b>   | <b>Number</b> |
| <b>Blindness or Visual Disabilities</b>   | <b>0</b>      |
| <b>Cognitive or Emotional Disabilities</b>  | <b>2</b>      |
| <b>Deafness or Hearing Loss</b>   | <b>2</b>      |
| <b>Limited English Proficiency</b>  | <b>22</b>     |
| <b>Medically Fragile Health (including asthma and severe allergies)</b>   | <b>0</b>      |
| <b>Mobility / Physical Disabilities (permanent or temporary)</b>  | <b>1</b>      |
| <b><i>Unaccompanied Minors</i></b>  | <b>1</b>      |
| <b><i>Other</i></b>   | <b>1</b>      |
| The campus enrollment of students with disabilities and / or access and functional needs is 29.<br>The campus staff requiring additional assistance is 0. |               |

Lamesa ISD Emergency Operation Plan

|  |   |  |
|--|---|--|
| <b>Name of Campus/Facility</b>   | <b>Address</b>                                      | <b>Number of Employees</b>                         |
| <i>Lamesa Middle School</i>  | 1100 S. 1st   | 44   |
|  |   |  |
| <b>Number of buildings on property:</b>  | 2   |  |
|  |   |  |
| <b>Presence of adequate communication equipment / cell phone coverage?</b>                           |   | Yes  |
|  |   |  |
| <b>Lamesa Middle School Geographical Issue</b>   |   | <b>If yes, where is this addressed in the EOP?</b> |
| <b>Which EMS provider services your Lamesa Middle School?</b>  | <i>Medical Arts EMS</i>                             |  |
| <b>Is there an extended response for EMS services?</b>   | <i>No</i>   |  |
| <b>Which Fire / HazMat services your Lamesa Middle School?</b>                                       | <i>Lamesa Fire and Rescue</i>                       |  |
| <b>Is there an extended response for Fire / HazMat Services?</b>                                     | <i>No</i>   |  |
| <b>Which Law Enforcement services your Lamesa Middle School?</b>                                     | <i>Lamesa Police Department</i>                     |  |
| <b>Is there an extended response for Law Enforcement?</b>  | <i>No</i>   |  |
| <b>Are there any Chemical Plants that may impact the Lamesa Middle School?</b>                       | <i>No</i>   |  |
| <b>Are there any Pipelines that may impact the Lamesa Middle School?</b>                             | <i>No</i>   |  |
| <b>Are there any Power Plants (nuclear, ethanol, etc.) that may impact the Lamesa Middle School?</b> | <i>No</i>   |  |
| <b>Are there Railroad Tracks within 1000 yards of the Lamesa Middle School fence line?</b>           | <i>No</i>   |  |
|  |   |  |
|  |   |  |
|  |   |  |
| <b>ABC Elementary Staffing</b>   | <b>Number (At the beginning of the School Year)</b> |  |
| <b>Administrators</b>  | 4   |  |
| <b>Cafeteria Staff</b>   | 5   |  |
| <b>Custodial Staff</b>   | 4   |  |
| <b>Instructional Assistants</b>  | 8   |  |
| <b>Law Enforcement / SROs</b>  | 1   |  |
| <b>Substitute Teachers</b>   | Varies  |  |
| <b>Support Staff</b>   | 5   |  |

Lamesa ISD Emergency Operation Plan

|  |               |
|--|---------------|
| <b>Teachers</b>  | <b>21</b>     |
| <b>Nurse</b>   | <b>1</b>      |
|  |               |
|  |               |
| <b>Individuals with Disabilities or Access and Functional Needs</b>  | <b>Number</b> |
| <b>Blindness or Visual Disabilities</b>  | <b>1</b>      |
| <b>Cognitive or Emotional Disabilities</b>   | <b>3</b>      |
| <b>Deafness or Hearing Loss</b>  | <b>1</b>      |
| <b>Limited English Proficiency</b>   | <b>21</b>     |
| <b>Medically Fragile Health (including asthma and severe allergies)</b>  | <b>0</b>      |
| <b>Mobility / Physical Disabilities (permanent or temporary)</b>   | <b>1</b>      |
| <b><i>Unaccompanied Minors</i></b>   | <b>0</b>      |
| <b><i>Other</i></b>  | <b>0</b>      |
| <b>The campus enrollment of students with disabilities and / or access and functional needs is 27.<br/> The campus staff requiring additional assistance is 0.</b> |               |

Lamesa ISD Emergency Operation Plan

|  |   |  |
|--|---|--|
| <b>Name of Campus/Facility</b>   | <b>Address</b>                                      | <b>Number of Employees</b>                         |
| <i>North Elementary</i>  | 601 North 14 <sup>th</sup>                          | 51   |
|  |   |  |
| <b>Number of buildings on property:</b>  | 1   |  |
|  |   |  |
| <b>Presence of adequate communication equipment / cell phone coverage?</b>                       | Yes   |  |
|  |   |  |
| <b>North Elementary Geographical Issue</b>   |   | <b>If yes, where is this addressed in the EOP?</b> |
| <b>Which EMS provider services your North Elementary?</b>  | <i>Medical Arts EMS</i>                             |  |
| <b>Is there an extended response for EMS services?</b>   | <i>No</i>   |  |
| <b>Which Fire / HazMat services your North Elementary?</b>                                       | <i>Lamesa Fire and Rescue</i>                       |  |
| <b>Is there an extended response for Fire / HazMat Services?</b>                                 | <i>No</i>   |  |
| <b>Which Law Enforcement services your North Elementary?</b>                                     | <i>Lamesa Police Department</i>                     |  |
| <b>Is there an extended response for Law Enforcement?</b>  | <i>No</i>   |  |
| <b>Are there any Chemical Plants that may impact the North Elementary?</b>                       | <i>No</i>   |  |
| <b>Are there any Pipelines that may impact the North Elementary?</b>                             | <i>No</i>   |  |
| <b>Are there any Power Plants (nuclear, ethanol, etc.) that may impact the North Elementary?</b> | <i>No</i>   |  |
| <b>Are there Railroad Tracks within 1000 yards of the North Elementary fence line?</b>           | <i>No</i>   |  |
|  |   |  |
|  |   |  |
|  |   |  |
| <b>ABC Elementary Staffing</b>   | <b>Number (At the beginning of the School Year)</b> |  |
| <b>Administrators</b>  | 4   |  |
| <b>Cafeteria Staff</b>   | 5   |  |
| <b>Custodial Staff</b>   | 4   |  |
| <b>Instructional Assistants</b>  | 12  |  |
| <b>Law Enforcement / SROs</b>  | 1   |  |
| <b>Substitute Teachers</b>   | Varies  |  |
| <b>Support Staff</b>   | 5   |  |
| <b>Teachers</b>  | 28  |  |

Lamesa ISD Emergency Operation Plan

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|  |               |
|--|---------------|
| <b>Nurse</b>   | <b>1</b>      |
|  |               |
|  |               |
| <b>Individuals with Disabilities or Access and Functional Needs</b>  | <b>Number</b> |
| <b>Blindness or Visual Disabilities</b>  | <b>1</b>      |
| <b>Cognitive or Emotional Disabilities</b>   | <b>1</b>      |
| <b>Deafness or Hearing Loss</b>  | <b>1</b>      |
| <b>Limited English Proficiency</b>   | <b>21</b>     |
| <b>Medically Fragile Health (including asthma and severe allergies)</b>  | <b>0</b>      |
| <b>Mobility / Physical Disabilities (permanent or temporary)</b>   | <b>0</b>      |
| <b><i>Unaccompanied Minors</i></b>   | <b>0</b>      |
| <b><i>Other</i></b>  | <b>0</b>      |
| <b>The campus enrollment of students with disabilities and / or access and functional needs is 24.<br/> The campus staff requiring additional assistance is 0.</b> |               |

Lamesa ISD Emergency Operation Plan

|  |  |  |
|--|--|--|
| <b>Name of Campus/Facility</b>   | <b>Address</b>   | <b>Number of Employees</b>                         |
| <i>South Elementary</i>  | <i>710 Skyline</i>   | <i>64</i>  |
|  |  |  |
| <b>Number of buildings on property:</b>  | <i>1</i>   |  |
|  |  |  |
| <b>Presence of adequate communication equipment / cell phone coverage?</b>                       | <i>Yes</i>   |  |
|  |  |  |
| <b>South Elementary Geographical Issue</b>   |  | <b>If yes, where is this addressed in the EOP?</b> |
| <b>Which EMS provider services your South Elementary?</b>  | <i>Medical Arts EMS</i>                                    |  |
| <b>Is there an extended response for EMS services?</b>   | <i>No</i>  |  |
| <b>Which Fire / HazMat services your South Elementary?</b>                                       | <i>Lamesa Fire and Rescue</i>                              |  |
| <b>Is there an extended response for Fire / HazMat Services?</b>                                 | <i>No</i>  |  |
| <b>Which Law Enforcement services your South Elementary?</b>                                     | <i>Lamesa Police Department</i>                            |  |
| <b>Is there an extended response for Law Enforcement?</b>  | <i>No</i>  |  |
| <b>Are there any Chemical Plants that may impact the South Elementary?</b>                       | <i>No</i>  |  |
| <b>Are there any Pipelines that may impact the South Elementary?</b>                             | <i>No</i>  |  |
| <b>Are there any Power Plants (nuclear, ethanol, etc.) that may impact the South Elementary?</b> | <i>No</i>  |  |
| <b>Are there Railroad Tracks within 1000 yards of the South Elementary fence line?</b>           | <i>No</i>  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| <b>ABC Elementary Staffing</b>   | <b>Number (<i>At the beginning of the School Year</i>)</b> |  |
| <b>Administrators</b>  | <i>4</i>   |  |
| <b>Cafeteria Staff</b>   | <i>5</i>   |  |
| <b>Custodial Staff</b>   | <i>4</i>   |  |
| <b>Instructional Assistants</b>  | <i>22</i>  |  |
| <b>Law Enforcement / SROs</b>  | <i>1</i>   |  |
| <b>Substitute Teachers</b>   | <i>Varies</i>  |  |
| <b>Support Staff</b>   | <i>5</i>   |  |
| <b>Teachers</b>  | <i>32</i>  |  |



Lamesa ISD Emergency Operation Plan

|   |               |
|---|---------------|
| <b>Nurse</b>  | <b>1</b>      |
|   |               |
|   |               |
| <b>Individuals with Disabilities or Access and Functional Needs</b>   | <b>Number</b> |
| <b>Blindness or Visual Disabilities</b>   | <b>0</b>      |
| <b>Cognitive or Emotional Disabilities</b>  | <b>0</b>      |
| <b>Deafness or Hearing Loss</b>   | <b>0</b>      |
| <b>Limited English Proficiency</b>  | <b>21</b>     |
| <b>Medically Fragile Health (including asthma and severe allergies)</b>   | <b>2</b>      |
| <b>Mobility / Physical Disabilities (permanent or temporary)</b>  | <b>0</b>      |
| <b>Unaccompanied Minors</b>   | <b>0</b>      |
| <b>Other</b>  | <b>0</b>      |
| <b>The campus enrollment of students with disabilities and / or access and functional needs is 23. The campus staff requiring additional assistance is 0.</b> |               |

4. District's Hazard Summary

The district is exposed to many hazards. All the hazards listed in the table below have the potential for disrupting the district's operations. These identified hazards have been assessed by risk and likelihood and ranked accordingly. Each hazard will be addressed in its own annex.

| <b>Hazard Type</b>             | <b>Likelihood of occurrence?</b>                             | <b>Enter Value</b> | <b>Estimated impact on public health &amp; safety?</b> | <b>Enter Value</b> | <b>Estimated impact on property/ resources?</b>       | <b>Enter Value</b> | <b>Criticality</b> |
|--------------------------------|--|--------------------|--|--------------------|---|--------------------|--------------------|
| Extreme heat / drought         | Unlikely - 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4  | 2                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2                  | 8                  |
| Flash flood                    | Unlikely - 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4  | 2                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2                  | 7                  |
| Destructive hailstorm          | Unlikely - 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4  | 1                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1                  | 6                  |
| Infestation, Disease, Pandemic | Unlikely - 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4  | 1                  | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1                  | 4                  |
| Mold, other indoor air quality | Unlikely - 1<br>Occasional-2<br>Likely- 3                    | 3                  | Limited-1<br>Moderate-2<br>Major-3                     | 1                  | Limited-1<br>Moderate-2<br>Major-3                    | 3                  | 7                  |

## Lamesa ISD Emergency Operation Plan

|  |  |   |   |   |   |   |    |
|--|--|---|---|---|---|---|----|
|  | Highly Likely-4  |   | Catastrophic- 4                                       |   | Catastrophic- 4                                       |   |    |
| Thunderstorm / lightning                         | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 6  |
| Tornado  | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | 10 |
| Urban / Wildfire                                 | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 3  |
| Winter ice / snowstorm                           | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 5  |
| Building collapse                                | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | 6  |
| Power outage                                     | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 5  |
| Hacking of district or campus technology systems | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | 8  |
| Hazardous material / chemical spill              | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 6  |
| Major urban or District facility fire            | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | 6  |
| Railroad crash or derailment                     | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 7  |
| Tele-communication failure                       | Unlikely – 1<br>Occasional-2<br>Likely- 3                    | 3 | Limited-1<br>Moderate-2<br>Major-3                    | 1 | Limited-1<br>Moderate-2<br>Major-3                    | 2 | 6  |

## Lamesa ISD Emergency Operation Plan

|   |  |   |   |   |   |   |   |
|---|--|---|---|---|---|---|---|
|   | Highly Likely-4  |   | Catastrophic- 4                                       |   | Catastrophic- 4                                       |   |   |
| District transportation crash with injuries         | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 8 |
| Water/ wastewater system failure                    | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 6 |
| Biological terrorism                                | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | 7 |
| Bomb threat / Terroristic threat                    | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 5 |
| Civil disorder / Protest                            | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 6 |
| Felony crimes against property- Vandalism           | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 6 |
| Felony crimes against persons (Aggravated Assault)  | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 7 |
| Felony Crimes Against Persons (Sexual Assault)      | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 7 |
| Hostage / Kidnapping                                | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 6 |
| Mass casualty (Active Shooter or other type attack) | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 4 | 9 |
| On-campus death - Accidental                        | Unlikely – 1<br>Occasional-2<br>Likely- 3                    | 1 | Limited-1<br>Moderate-2<br>Major-3                    | 3 | Limited-1<br>Moderate-2<br>Major-3                    | 1 | 5 |

## Lamesa ISD Emergency Operation Plan

|  |  |   |   |   |   |   |   |
|--|--|---|---|---|---|---|---|
|  | Highly Likely-4  |   | Catastrophic- 4                                       |   | Catastrophic- 4                                       |   |   |
| On-campus death – Suicide                      | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 4 |
| Security Breech / Trespass - Intruder          | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 8 |
| Social media threat                            | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 7 |
| Staff, parent, volunteer or other adult threat | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 7 |
| Student aggressive \ threatening behavior      | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 8 |
| On-campus terrorism                            | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 5 |
| Vicinity disruptions                           | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 6 |
| Missing student                                | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | 8 |
| Earthquake                                     | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 4 |
| Utility outage                                 | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 4 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 1 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | 7 |
| Gas leak                                       | Unlikely – 1<br>Occasional-2<br>Likely- 3<br>Highly Likely-4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 2 | Limited-1<br>Moderate-2<br>Major-3<br>Catastrophic- 4 | 3 | 7 |

### 5. Resources

The district has established contracts, memorandums of understanding (MOUs) and/or mutual aid agreements (MAAs) with agencies and businesses in the community to assure access to resources during an incident. A list of current agreements and available resources can be found in the District Basic Plan Agreements Appendix.

### B. Assumptions

1. The strategic-level Multi-Hazard Emergency Operations Plan (EOP) is a framework that provides guidance and structure to support the district's educational mission within a safe and secure environment.
2. As every incident is different, no single document can outline a specific chronology for response and recovery. Therefore, this plan is intended to reduce the effects of natural, technological, or human-caused incidents affecting infrastructure, safety, security, and health.
3. The district is not an emergency response organization and therefore depends upon local emergency first responders for life safety and protection, including the services of law enforcement, fire, emergency medical and public health.
4. An incident could occur at any time and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
5. Action is required immediately to save lives and protect school property. An incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the campus affected cannot, and should not, wait for direction from district administration or local response agencies.
6. Outside assistance from local fire, law enforcement, and emergency managers will be available in most incidents. Because it takes time to request and dispatch external assistance, it is essential for the district to be prepared to carry out the initial incident response until responders arrive at the incident scene.
7. In some cases, external resources covered by mutual aid agreements will be provided when requested. On occasion, however, they may not be available. Therefore, following a major or catastrophic incident, the district or any of its campuses or facilities may have to rely on their own resources to be self-sustaining for several hours or even days.
8. There may be injuries to faculty, staff and/or students. Rapid and appropriate response may reduce the number and severity of injuries.
9. Students, staff, and visitors with disabilities and others with access and functional needs will be included in all phases of the district emergency management program and supported in the response and recovery operations.

10. Proper mitigation and prevention actions, such as creating a positive school climate, maintaining fire and health protocols, and conducting safety and security audits, may help prevent or reduce incident-related losses.

11. Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be employed during emergencies.

12. Personnel and equipment may be limited, so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks.

13. Personnel with special assignments, training, or capabilities may be asked to perform tasks other than their daily duties.

14. Whenever possible, the district will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders.

15. Faculty and staff are empowered to assess the seriousness of incidents and respond accordingly.

16. The district regularly schedules training for faculty and staff.

17. Non-district personnel who support the District, through written agreement or as identified in plans or guidelines are vetted through the district and authorized to work on its behalf. They may include representatives of local community, volunteer, or faith-based organizations.

18. During or after an incident, many of the products and services used to meet the daily needs of the district, campuses, departments, and/or facilities may not be available. Alternate sources for products and services may be utilized.

19. This plan is intended to provide guidance but does not imply performance guarantees. The district may deviate from the plan as necessary.

## 5.0 CONCEPT OF OPERATIONS

### A. District's Approach to Emergency Management

The Lamesa ISD multi-hazards emergency operations plan does not replace the responsibility of each campus, department, or facility within the district to develop and test emergency processes. To the extent possible, the same personnel and resources used for day-to-day operations will transition to response operations. Because personnel and resources are limited, some routine day-to-day operations that do not support the response may be suspended. The personnel, equipment, and supplies that would typically be required for the suspended operations will be redirected to accomplish assigned roles and responsibilities.

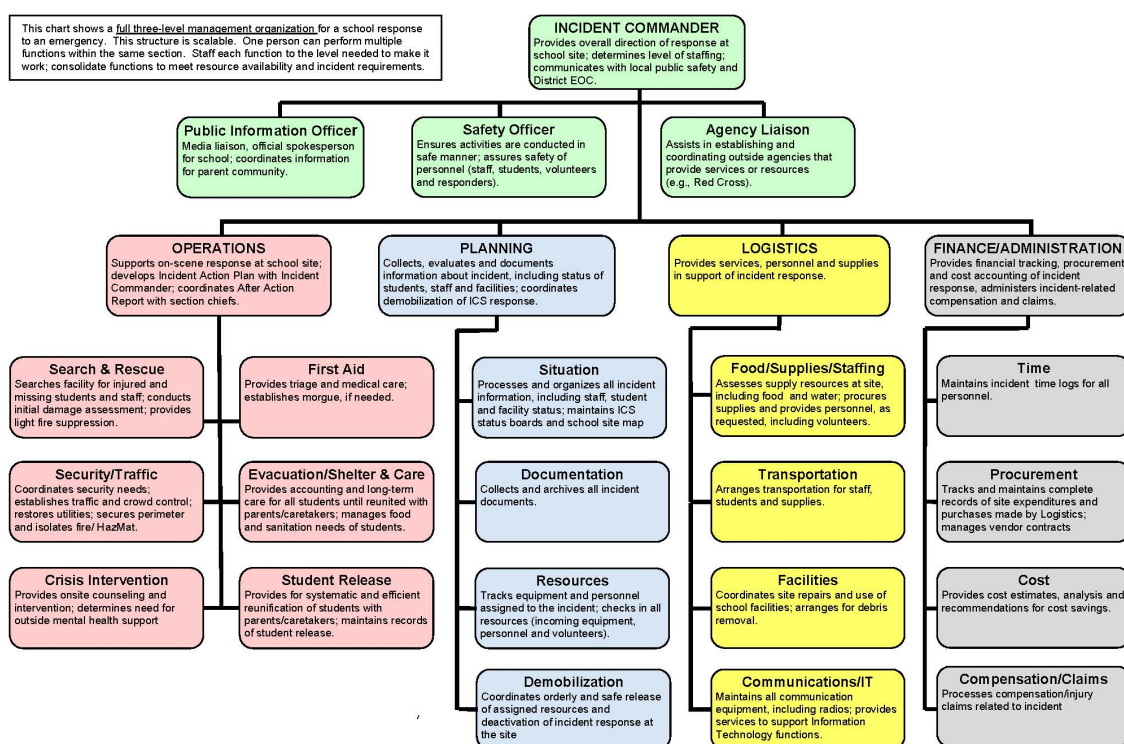
The Superintendent is responsible for overall emergency management planning for the district and may designate an individual to serve as the district's emergency management

coordinator to support a strong district-centered emergency management program. The Superintendent may also identify individuals whose responsibilities are to support the district's emergency management program and response.

The district formally adopted the National Incident Management System (NIMS) on (insert adoption date) in accordance with the President's Homeland Security Directive 5 (HSPD-5), Texas Governor's Executive Orders, and the National Response Framework (NRF).

### B. District's Emergency Operations Organization

#### SCHOOL INCIDENT COMMAND SYSTEM (ICS): Functional Reference Model



National Incident Management System (NIMS)  
Marin County Office of Education

### C. Actions by Phases of Emergency Management

In compliance with Education Code 37.108(a), the district has identified the following actions for all phases of emergency management.

#### 1. Mitigation Actions

Mitigation actions include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an incident and providing value to the public by creating safer communities. Mitigation

actions address the cycle of disaster damage, reconstruction, and repetitive damages. These actions will have long-term sustained effects.

- Structural changes to buildings.
- Elevating utilities.
- Bracing and locking chemical cabinets.

### 2. Prevention Actions

Prevention actions include activities to avoid an incident or to intervene to stop an incident from occurring. Prevention involves activities to protect lives and property.

- Cyberbullying prevention.
- Pandemic influenza sanitation measures.
- Building access control procedures.

### 3. Preparedness

Preparedness actions include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during incident response.

- Conducting drills.
- Participating in exercises.
- Preparing technology for remote learning to allow continuity of learning.

### 4. Response

Response actions include activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response includes the execution of emergency operations plans.

- Evacuations of buildings.
- Providing trauma-informed care.
- Providing transportation resources.

### 5. Recovery

Recovery actions include activities that address both short-term and long-term efforts for rebuilding and revitalization of the district.

- Providing crisis counseling.
- Restoration of utilities.
- Reopening the district.

## D. Readiness Levels

The Superintendent or designee is responsible for determining appropriate readiness levels based on current conditions affecting the district.



- Level 4: Normal Conditions (Regular district operations are unaffected.)

When an emergency occurs within the district during normal operations local officials are notified. One or more external departments and/or agencies may respond to manage the incident. Limited assistance may be requested from these responders. District personnel will remain alert to hazards and share concerns with administrators and/or first responders.

A flashflood watch is an example of a hazard that the district would monitor while remaining at Level 4: Normal Conditions.

- Level 3: Increased Readiness (Regular district operations are affected slightly.)

The situation presents a greater potential impact to the district but poses no Immediate impact to district operations, life, or property. The evolving situation is continuously monitored by district personnel to determine if protective measures are needed.

A weather system is moving into the area which can produce tornadic activity. The district will move to Level 3: Increased Readiness to monitor the potential impact the weather may have on outdoor sporting activities.

- Level 2: High Readiness (Regular district operations experience some level of disruption.)

The incident presents a significant potential and probability of disrupting district operations including the educational process, threatening district safety and security and/or causing the loss of life and/or property. This condition will require some degree of warning to students, staff, and parents. Incident command and safety teams are activated.

A tornado warning will result in the district moving to a Level 2: High Readiness status to monitor the potential impact the weather may have on the district.

- Level 1: Maximum Readiness (Large-scale disruption of district operations will occur.)

The incident causes wide-spread disruption to district operations. The conditions require warning to students, staff, parents, and community. The district's emergency operations center (EOC) is activated. District personnel and outside agencies are required to support operations.

A tornado emergency has been issued by the National Weather Service (NWS) or a tornado is on the ground and is causing damage in the district. Level 1: High Readiness status to respond to the impact of the weather.

### E. Physical and Psychological Safety

The district takes measures to provide physical and psychological safety and support of students, district personnel, and others in the community during any emergency or disaster including the response and recovery phase. It also explains how psychological safety measures are aligned with best practice-based programs and research-based practices in accordance with Education Code 37.108(f)(6)(a).

In accordance with Education Codes 37.108(f)(2), 37.108(f)(6), 37.108(f)(6)(D), and in alignment with Section 161.325 of the Health and Safety Code, the district will describe implemented measures taken to provide professional development for staff on mental health conditions, suicide prevention, substance abuse, as well as grief-informed and trauma-informed care.

For additional information regarding physical and psychological safety refer to the Physical and Psychological Safety Annex.

### F. Visitor Policy

In accordance with Education Code 37.108(c-2) (9), the district will verify provisions have been made to govern the access to all buildings and properties as well as any screening tools utilized. This should be a uniform policy implemented and followed throughout the district, on every campus.

In addition, the policy will address any school district properties utilized as a public polling place as stated in Education Code 37.108(e). This policy is an appendix to the Facility Access Management Annex.

## 6.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. This section provides an overview of organizational functions, as well as the roles and responsibilities, of district administration, faculty and staff, students, parents, first responders, and emergency management. It describes the expected actions of those impacted or responding to a district emergency.

In an emergency or disaster, one or more campuses may be damaged or need to be evacuated, individuals may be injured, and other actions may need to be initiated. District personnel are usually first on the scene of an incident in a district setting. District officials and staff are expected to take charge and manage the incident until it is resolved, or response partners arrive to manage the emergency.

Primary responsibility for an emergency function generally is assigned to an individual who has similar functional responsibilities under normal operations and/or possesses the most appropriate knowledge and skills.

All activities necessary to manage the incident must be organized and coordinated to ensure the most efficient response. The district will use the Incident Command System (ICS) for incidents occurring throughout the district.

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

**Lamesa ISD Emergency Operation Plan**

| <b>District Administrators and Executive Staff</b> | <b>Function / Responsibilities</b>  | <b>Phase(s)</b><br>(Mitigation, Prevention, Preparedness, Response, Recovery) |
|--|---|---|
| Policy Group                                       | <p>a. Provide policy and strategic guidance.</p> <p>b. Help to ensure that adequate resources are available.</p> <p>c. Keep elected officials and other executives informed of the situation and decisions.</p>   | <p>All phases</p> <p>All phases</p> <p>All phases</p>                         |
| Safe and Supportive School Program Team            | <p>a. Participate on behalf of the district in developing and implementing emergency plans.</p> <p>b. Provide the district with campus, facilities, or support services information required in connection with a safety and security audit report.</p>   | <p>Preparedness</p> <p>Preparedness</p>                                       |
| Superintendent                                     | <p>a. Develop, implement, and promote a multi-hazard district-centered emergency program where the planning process embraces each emergency management phase.</p> <p>b. Communicate to the district's School Safety and Security Committee the objectives and priorities for the district's emergency management program.</p> <p>c. Advise school board members of emergency situations and provide periodic reports as needed.</p> | <p>All Phases</p> <p>Mitigation, Prevention, Preparedness</p> <p>Response</p> |

## Lamesa ISD Emergency Operation Plan

|                             |  |            |
|-----------------------------|--|------------|
| <b>District Departments</b> |  |            |
| Business Services           | a.   |            |
|                             |  |            |
| Nutrition                   | a.   |            |
|                             |  |            |
| Human Resources             | a.   |            |
|                             |  |            |
| Transportation              | a. Recall bus drivers  | Response   |
|                             | b. Alter bus routes  | Response   |
|                             |  |            |
| <b>Personnel</b>            |  |            |
| Counselors                  | a. Take steps to ensure the safety of students, staff, and others.       | All phases |
|                             | b. Assist with the reunification of students with parents/guardians.     | Recovery   |
|                             |  |            |
| Nurses                      | a. Administer first aid or emergency treatment as needed.                | All phases |
|                             | b. Supervise administration of first aid by those trained to provide it. | All phases |
|                             | c. Organize first aid and medical supplies.                              | All phases |
|                             |  |            |
| Teachers                    | a. Supervise students.   | All phases |
|                             | b. Remain with students until directed otherwise.                        | All phases |
|                             | c. Take attendance when class relocates.                                 | Response   |
|                             |  |            |
| Principals                  | a. Take steps to ensure overall safety of students and staff.            | All phases |
|                             |  | All phases |

## Lamesa ISD Emergency Operation Plan

|                              |  |                                    |
|------------------------------|--|------------------------------------|
|                              | b. Responsible for the emergency management program on their campus.<br><br>c. Ensure development of campus site-specific plans. | Preparedness                       |
|                              |  |                                    |
| <b>Response Agencies</b>     |  |                                    |
|                              |  |                                    |
| District Law Enforcement/SRO | a. Coordinate law enforcement activities.<br><br>b. Provide traffic control.   | Response<br><br>Response, Recovery |
|                              |  |                                    |
| Public Health                | a. Coordinate with the ISD during an infectious disease outbreak.  | Response, Recovery                 |

- B. Lamesa ISD will use its own resources and equipment to respond to incidents until response agencies arrive. If Lamesa ISD resources prove to be inadequate during an incident, the district will request assistance from local emergency services, other agencies, and the community in accordance with existing agreements and contracts. Such assistance includes equipment, supplies, and personnel. All agreements are entered into by authorized district officials and in writing when applicable. All pre-negotiated agreements and contracts are to remain on file in the Lamesa ISD Central Office.
- C. Lamesa ISD has established a Safe and Supportive School Program Team. The committee shall:
1. Periodically provide recommendations to the district's board of trustees and district administrators regarding developing and implementing the district's EOP in accordance with Education Code 37.109(b)(1).
  2. Consult with local law enforcement agencies on methods to increase law enforcement presence near district campuses.
  3. Meet at least once during each academic semester and at least once during the summer. A committee established by a school district that operates schools on a year-round system or in accordance with another alternative schedule shall meet at least three times during each calendar year, with an interval of at least two months between each meeting.

In accordance with Education Code 37.108(f)(8), a roster of the Safety and Security Committee members and their titles as well as the date of each committee meeting during the preceding year is provided in the Safety and Security Committee Appendix.

## 7.0 DIRECTION AND CONTROL

### A. General

To provide for the effective direction and control of an incident impacting the health and safety of the district, the district EOP will be activated. The Superintendent or designee will provide guidance for the direction and control function pursuant to NIMS and the district's emergency management program. The district will implement ICS to manage the emergency.

The first ICS trained district staff member to arrive at the scene of an incident will implement ICS and serve as the Incident Commander (IC) until relieved by a more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to district officials and local emergency responders. The IC will identify resources required and direct the on-scene response from the ICP. The district's IC will be prepared to remain as a member of unified command (UC) with expectations of remaining accountable for students, staff, and property.

In a large disaster or an incident effecting the community, the local office of emergency management may activate their EOC to manage initial response actions. A representative from the district may be sent to the local office of emergency management's EOC to support and coordinate district activities.

### B. Chain of Command

In accordance with Education Code 37.108(f)(1), the district's chain of command that designates the individual and other individuals responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable is listed below in the line of succession.

- First in Charge - Superintendent
- Second in Charge - Chief Financial Officer
- Third in Charge - School Safety and Security Director

### C. Local Emergency Resources / Facilities

This district has the following emergency resources / facilities within the community to support the district during emergencies. Additional information pertaining to these emergency facilities can be found in the Facility Access Management Annex.

- District's Incident Command Post
- District's Emergency Operations Center
- Local Emergency Operations Center

### D. In accordance with Education Codes 37.108(a)(5) and TEC 37.108(c-2) (1), Lamesa ISD has the following measures in place to ensure coordination with response agencies. Coordination involves notification of an incident, providing situational awareness, and requesting assistance if needed. These agencies include:

- Local fire departments
- Local health departments

- Local law enforcement
- Local office of emergency management
- Department of State Health Services

### **8.0 COMMUNICATIONS AND PUBLIC INFORMATION**

- A. The district's Public Information Officer (PIO) is the official spokesperson for the district. The PIO communicates and interacts with all forms of public media. The PIO will maintain a Media Roster that contains the names, telephone numbers, and email addresses of each of the media resources listed in the Communication Annex.

The EOP minimum requirement mandates implemented in Education Codes 37.108(a)(2), 37.108(a)(3) and 37.108(f)(5) will be addressed in the Communications Annex.

### **9.0 ADMINISTRATION AND SUPPORT**

- A. Purchasing

The Chief Financial Officer oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for district personnel, submitting documentation for reimbursement, and recovering district records following an incident.

The district's policy on establishing agreements and contracts is established by the district department or individual designated to oversee district purchasing practices. The term "contracts" relates to any agreement for goods or services being purchased by Lamesa ISD. The Lamesa ISD checks for compliance with applicable laws and policies for financial coding.

Lamesa ISD is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request sent to the Lamesa ISD. The purchasing process is outlined in a separate document titled Standard Terms and Conditions Governing the Purchase of Goods and Services.

- B. Reporting

1. Situational Reports will be completed daily and distributed by the ICP during incidents and as requested by the IC during the emergency. The district may complete an Incident Action Plan (IAP) for incidents lasting longer than 24 hours. In addition, individuals assisting with the response and recovery may complete the FEMA ICS Forms 213, General Message and FEMA ICS 214, Activity Log.

The FEMA ICS General Message Form is used by incident personnel to transmit messages or notifications. The FEMA ICS Activity Log Form is used to record details of activities. These logs provide basic incident activity documentation, and a reference for any after-action report.

2. An After-Action Report will be conducted by the district after every major incident. The AAR captures the nature of the incident, response descriptions, outcomes (what went wrong, what worked well), and recommendations for future planning.

### C. Recordkeeping

The district is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with established local fiscal policies and standard cost accounting procedures. Recordkeeping activities include:

- Maintain accurate logs recording key incident management activities:
  - Activation and deactivation of incident policies, procedures, and resources.
  - Significant changes in the incident situation.
  - Major commitments of resources or requests for additional resources from external sources.
  - Issuance of protective action recommendations.
  - Evacuations.
  - Casualties.
  - Containment or termination of the incident.

The Lamesa ISD is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of incident response costs. The detailed records of costs for incident management and operations include:

- Personnel costs, including overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Vital records must be protected to continue normal district operations. These include legal documents and student and staff files. Essential records should be protected and are maintained in collaboration with the Superintendent and Human Resources Department. These records should be stored and kept in accordance with legal requirements for document retention. Records and documents related to the incident should be kept in the same manner and on file for as long as the district's legal department recommends.

## 10.0 DEVELOPMENT AND MAINTENANCE

A. The Superintendent is responsible for approving and promulgating this plan.



The School Safety and Security Director will oversee and coordinate with appropriate agencies to conduct the review and update of the district's EOP. Substantive changes between the annual review periods, such as changes in roles or responsibilities, will prompt notification to stakeholders. Minor edits such as grammar or spelling changes require no notification to stakeholders. If updates of the EOP involve substantive changes, the School Safety and Security Director will generate a draft document for distribution to relevant stakeholders for review and comment. After the review and comment period by stakeholders, the updated plan becomes effective upon completion of all signatures.

**B.** The approved EOP will be disseminated following these steps:

- The EOP will be reviewed and validated by appropriate individuals and agencies, including the School Safety and Security Committee.
- Annually the EOP will be disseminated to appropriate individuals and agencies.
- The planning team will obtain plan approval from appropriate individuals and agencies.
- The EOP will be distributed to appropriate individuals and agencies.
- The Record of Distribution table will be used to track who has received the EOP.

**C.** Each update and change to the EOP will be tracked using the Record of Changes table. The record of changes will include:

- The change numbers.
- The date of the change.
- The name of the person or the agency who made the change.
- A summary of the change.

**D.** The EOP will be reviewed annually by the district's EOP planning team, response agencies, and others having roles and responsibilities in the EOP. The Superintendent will establish a schedule for annual review of the EOP, in accordance with Education Code 37.108(c-2) (8). The District Review/Audit Records Appendix will contain a certification statement showing improvement based on deficiencies identified during an incident, during trainings, during exercises; or when hazards, resources, or capabilities have been changed. This statement will include the date the recommended changes were reported to the district's board of trustees, as well as the information reflecting the district's board of trustees' recommendations for improvement.

**E.** In addition to the annual review of the district's EOP listed above, the district will also implement a safety and security audit of all district facilities to be completed at least once every three years in compliance with Education Code 37.108(a)(6). A certification statement providing the date the audit was complete, who conducted the audit and the date the results of the audit were submitted to the district's board of trustees is also included on the District Review/Audit Records Appendix.

### **11.0 LIST OF APPENDICES**

- See Table of Contents under the *Appendix* Section

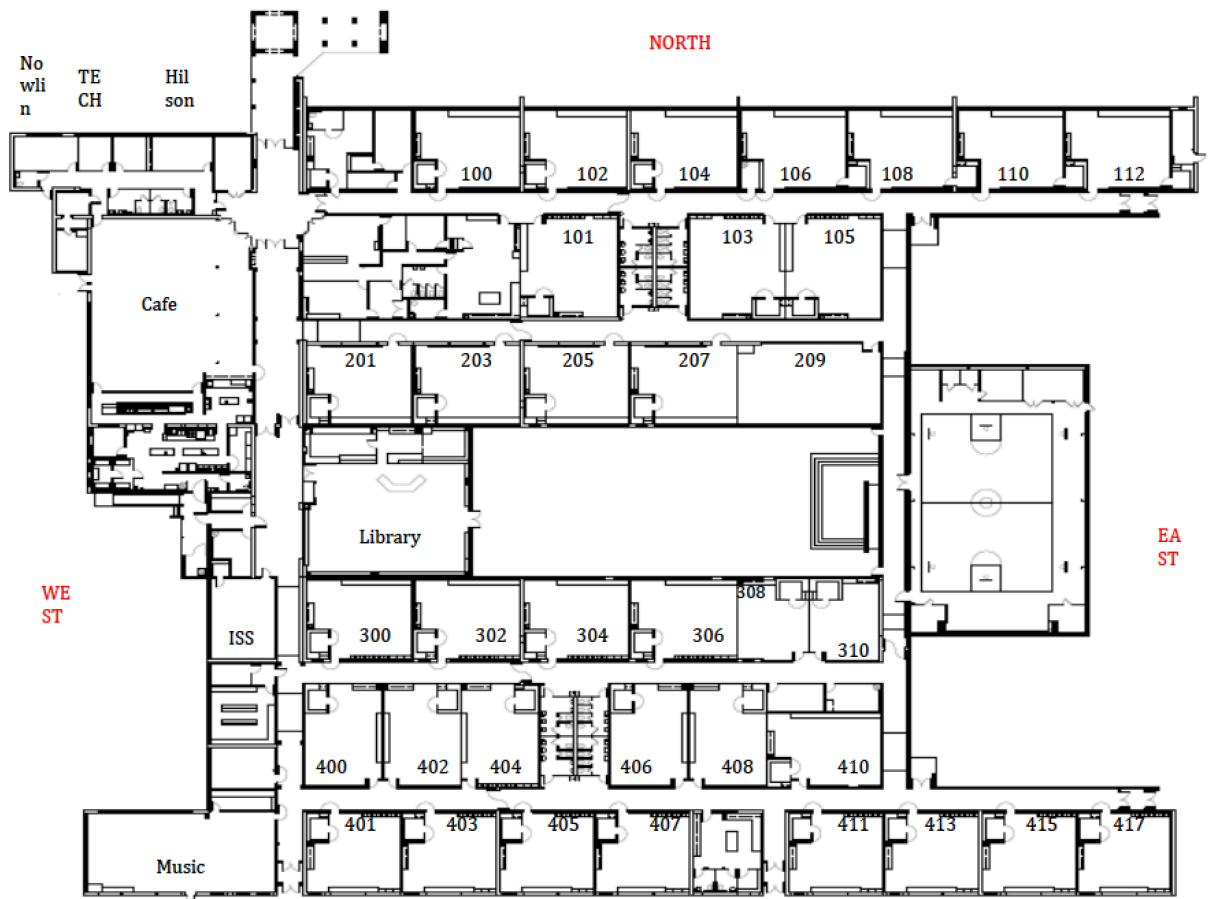
**12.0 ANNEXES (posted separately)**

# **APPENDICES TO THE BASIC PLAN**

## **Appendix 1: Facility Maps**

Appendix 2: Campus Maps

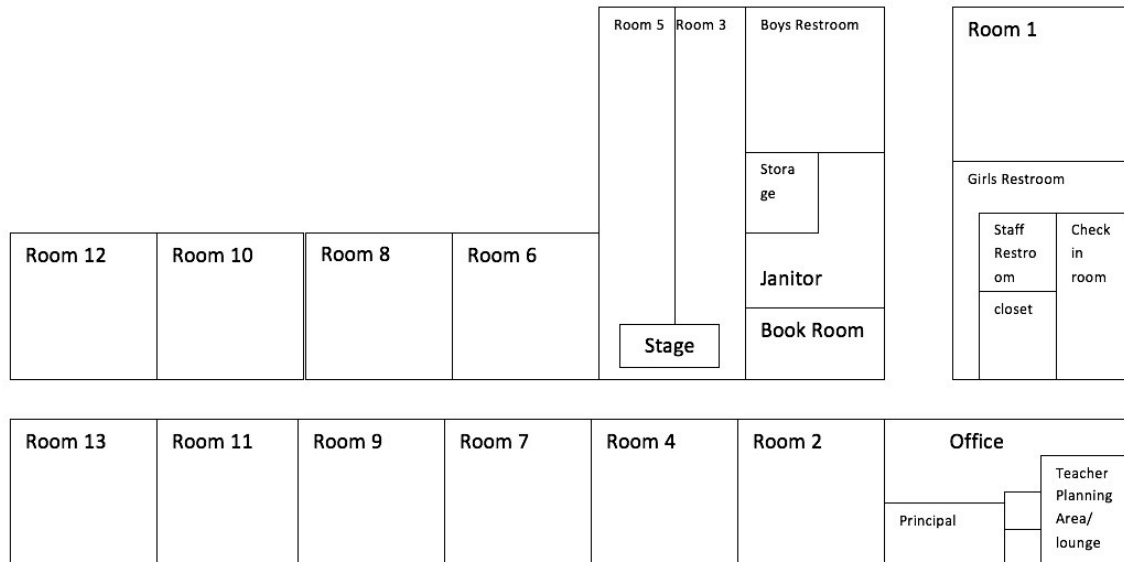




## NORTH ELEMENTARY DOOR KEY

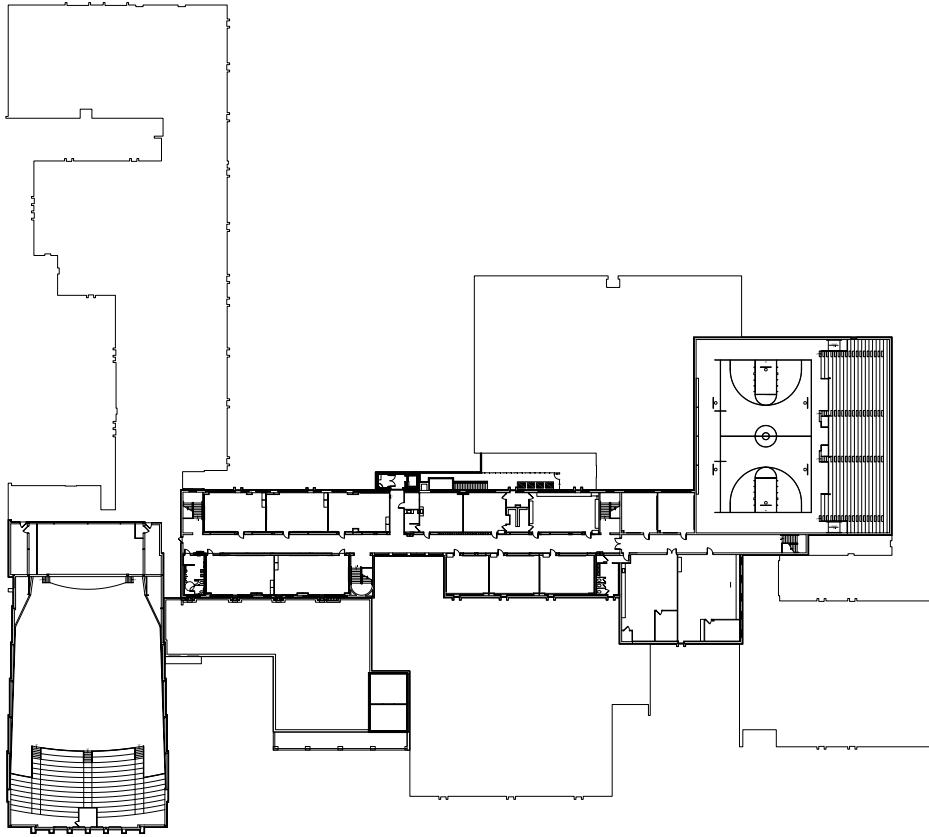
| DOOR #    | DESCRIPTION OF DOOR                                  |
|-----------|--|
| 1         | Main Entrance into School Leads to West Main Hallway |
| 2         | NE door leads to North Main Hallway                  |
| 3         | Door behind Module #1 Leads to North Main Hallway    |
| 4         | East side of school leads into the Gym               |
| 5         | Door behind Module #2 Leads into South Main Hallway  |
| 6         | SE corner door leads to South Main Hallway           |
| 7         | South door leads to South Main Hallway               |
| 8         | South door leads to East Main Hallway                |
| 9         | SW corner door leads into Music Room                 |
| 10        | West door leads into Kitchen                         |
| 11        | West door leads into Kitchen                         |
| 12        | NW door leads to Cafeteria                           |
| 13        | NW corner door leads to Small hallway                |
| Module #1 | North Module will have two classes                   |
| Module #2 | South Module will have one class                     |

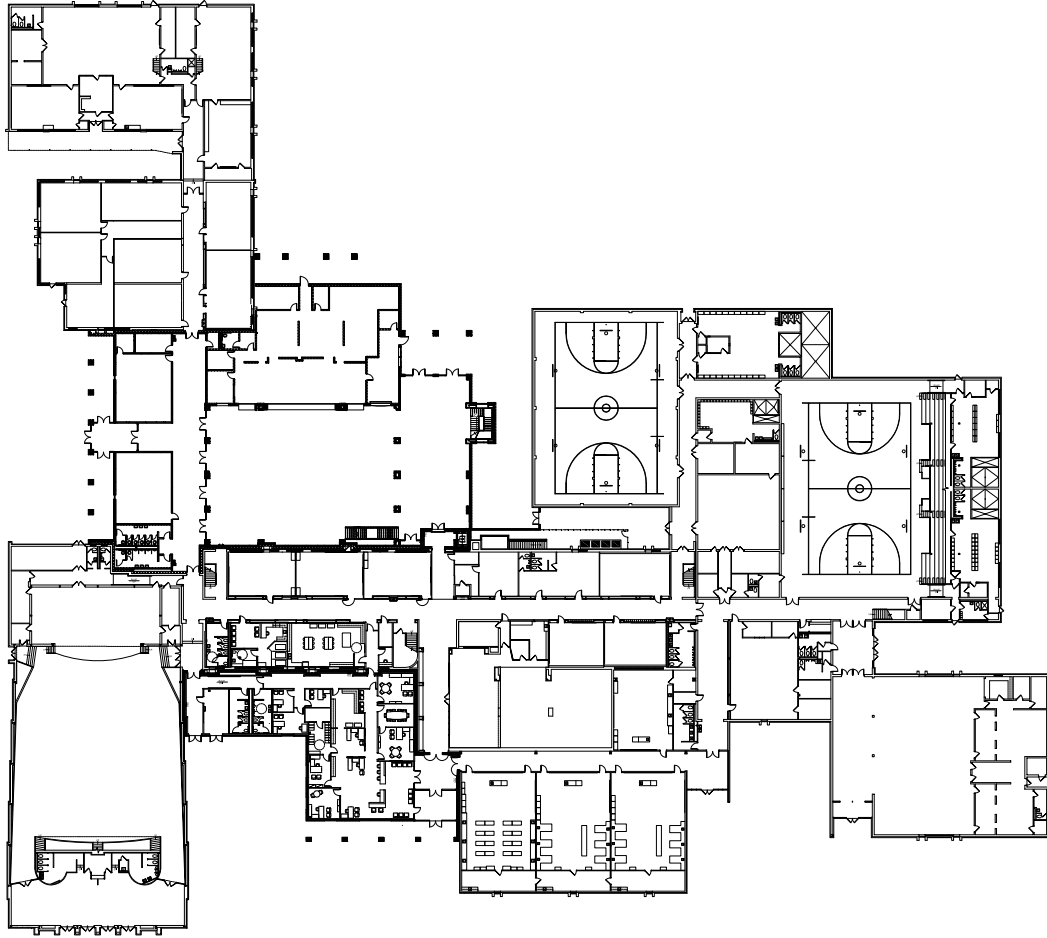
## Lamesa Success Academy





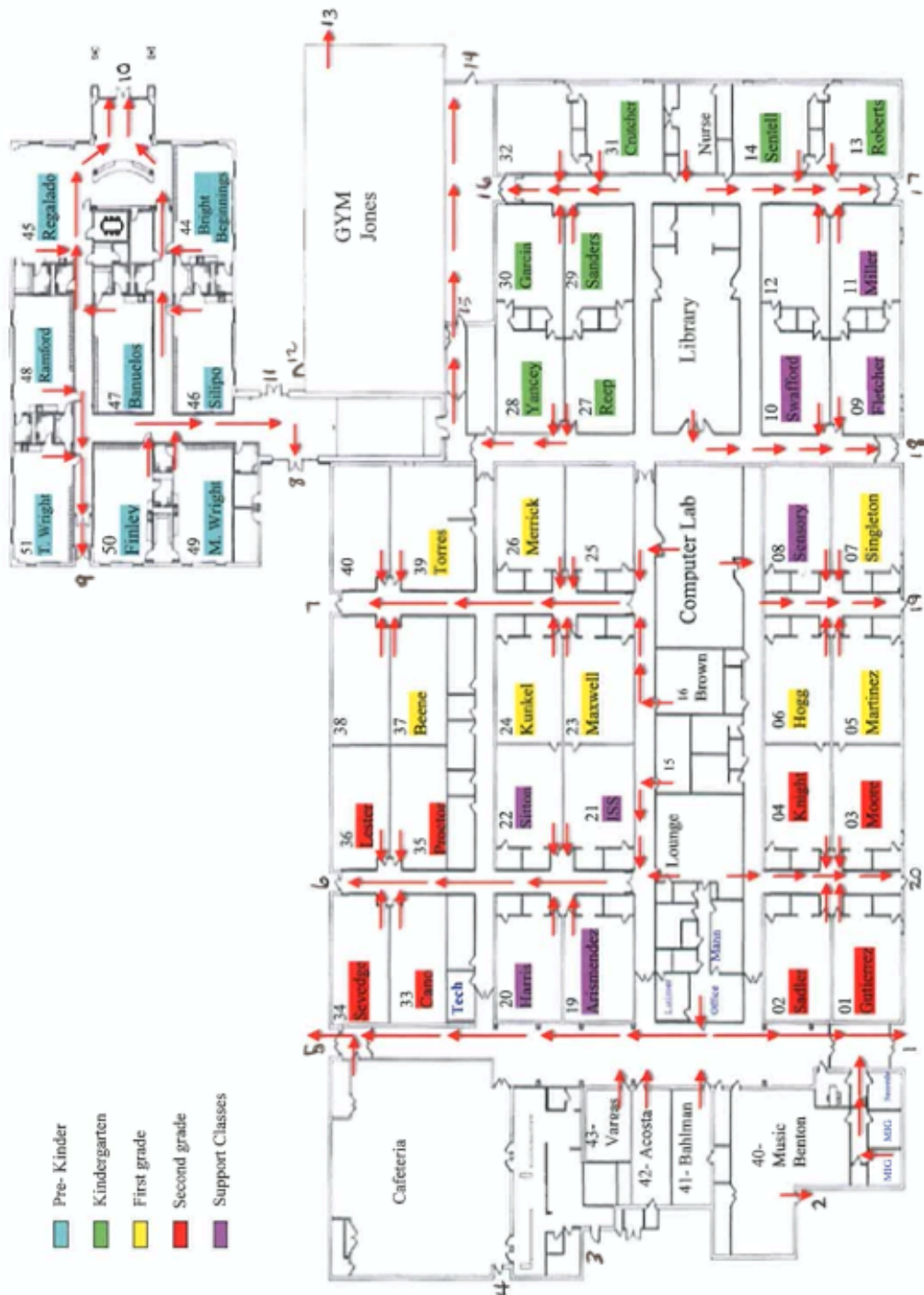






## LAMESA HIGH SCHOOL DOOR KEY

| DOOR # | DESCRIPTION OF DOOR ACCESS                             |
|--------|--|
| 1      | MAIN ENTRANCE INTO FRONT OFFICE                        |
| 2      | UTILITY ROOM ENTRANCE LEADS INTO HALLWAY BY AUDITORIUM |
| 3      | DOORS LEAD INTO WEST MAIN HALLWAY & ADMIN AREA         |
| 4      | FOUR MAIN DOORS INTO AUDITORIUM                        |
| 5      | DOOR INTO AUDITORIUM                                   |
| 6      | DOOR INTO BACK OF AUDITORIUM                           |
| 7      | MAIN ENTRANCE DOORS LEAD INTO NEW CAFETERIA            |
| 8      | DOOR THRU BOOKROOM AND INTO WEST HALLWAY               |
| 9      | DOOR INTO WEST HALLWAY                                 |
| 10     | DOOR INTO BAND HALL                                    |
| 11     | DOOR INTO BAND HALL                                    |
| 12     | DOOR INTO WOOD SHOP AREA                               |
| 13     | DOOR INTO BACK OF KITCHEN                              |
| 14     | DOOR INTO EAST SIDE OF KITCHEN                         |
| 15     | DOORS INTO STUDENT CENTER                              |
| 16     | DOOR INTO GYMNASIUMS/SECURED BY GATED AREA             |
| 17     | DOOR INTO EAST MAIN HALLWAY                            |
| 18     | DOOR INTO GYMNASIUM                                    |
| 19     | DOOR INTO GYMNASIUM LOCKER ROOM                        |
| 20     | DOOR INTO GYMNASIUM                                    |
| 21     | DOOR INTO OLD CAFETERIA & EAST MAIN HALLWAY            |
| 22     | DOOR INTO OLD KITCHEN                                  |
| 23     | DOOR INTO OLD CAFETERIA                                |
| 24     | DOORS INTO SOUTH & EAST MAIN HALLWAYS                  |
| 1A     | MAIN ENTRANCE DOOR WAY                                 |
| 2A     | GARAGE DOOR INTO CONCESSION AREA                       |
| 3A     | DOOR/GARAGE DOOR INTO GARAGE AREA                      |
| 4A     | DOOR/GARAGE DOOR INTO WELDING AREA                     |
| 5A     | GARAGE DOOR INTO STORAGE AREA                          |
| 6A     | DOOR INTO OFFICE AREA                                  |



## **SOUTH ELEMENTARY DOOR KEY**

| <b>DOOR #</b> | <b>DESCRIPTION</b>                               |
|---------------|--|
| 1             | MAIN ENTRANCE INTO EAST HALLWAY                  |
| 2             | DOOR INTO MUSIC ROOM                             |
| 3             | DOOR INTO KITCHEN                                |
| 4             | DOOR INTO CAFETERIA                              |
| 5             | DOOR FROM PLAYGROUND INTO EAST HALLWAY           |
| 6             | DOOR INTO CLASS HALLWAY (NO ACCESS FROM OUTSIDE) |
| 7             | DOOR INTO CLASS HALLWAY (NO ACCESS FROM OUTSIDE) |
| 8             | DOORS INTO EAST MAIN HALLWAY                     |
| 9             | DOOR INTO PRE-KINDER HALLWAY                     |
| 10            | MAIN ENTRANCE INTO PRE-KINDER AREA               |
| 11            | DOORS INTO EAST MAIN HALLWAY                     |
| 12            | DOOR INTO NORTH SIDE OF GYM                      |
| 13            | DOOR INTO GYM                                    |
| 14            | DOOR INTO OUTER FOYER AREA TO #15 & #16 DOORS    |
| 15            | DOOR INTO HALLWAY TO GYM & EAST HALLWAY          |
| 16            | DOOR INTO EAST CLASSROOM HALLWAY                 |
| 17            | DOOR INTO EAST CLASSROOM HALLWAY                 |
| 18            | DOOR INTO CLASS HALLWAY                          |
| 19            | DOOR INTO CLASS HALLWAY (NO ACCESS FROM OUTSIDE) |
| 20            | DOOR INTO CLASS HALLWAY (NO ACCESS FROM OUTSIDE) |

#### Appendix 4: Safety and Security Committee

In accordance with Education Code 37.109, The Safety and Security Committee, to the greatest extent practicable, must include:

| Agency  | Title   | Name                    |
|---|---|-------------------------|
| Office of Emergency Management  | Emergency Management Director, Dawson County            | Larry Duyck             |
|   |   |                         |
| Local Law Enforcement   | Chief of Police   | Josh Peterson           |
|   |   |                         |
| District's Police Department (if applicable)                                      | Lead SRO  | Alex Sauseda            |
|   |   |                         |
| President of District's Board of Trustees   | President   | Rebecca Gonzalez        |
|   |   |                         |
| A Member of the District's Board of Trustees (other than the president)           |   |                         |
|   |   |                         |
| District's Superintendent   | Superintendent  | Jim Knight              |
|   |   |                         |
| Designee(s) of Superintendent – (one must be a classroom teacher in the district) | Safety and Security Director<br>Chief Financial Officer | Doug Morris<br>Liz Oaks |
|   |   |                         |
|   |   |                         |
|   |   |                         |
| Parents/Guardians of Enrolled Student   |   |                         |

#### Safety and Security Committee Meeting Calendar (Preceding Year's Meetings)

| Month | Date / Year | Time |
|-------|-------------|------|
|       |             |      |
|       |             |      |
|       |             |      |