

EMERGENCY OPERATIONS PLAN

Santa Anna Independent School District

The Emergency Operations Plan outlines Santa Anna Independent School District's approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of Santa Anna ISD's methods of mitigation, preparedness, response, and recovery. The plan describes Santa Anna ISD's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional annexes that describe in more detail that does what, when, and how. This plan applies to all local Santa Anna ISD officials, staff, and students. The primary audience for the document includes the school board, school district, school administrators, staff tasked within the document or annexes, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

Furthermore, this Emergency Operations Plan has been developed to assist Santa Anna ISD in protecting its staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

Mission and Goals

1. The mission of Santa Anna ISD in an emergency/disaster is to:
 - a. Protect lives and property
 - b. Mitigate the effects of a disaster
 - c. Prepare for emergencies and disasters
 - d. Respond to emergencies promptly and properly
 - e. Aid in recovery from disasters
2. The goals of Santa Anna ISD are to:
 - a. Provide emergency response plans, services, and supplies for all facilities and employees

- b. Coordinate the use of school personnel and facilities within the school
- C.** Restore normal services as quickly as possible
- d. Provide detailed and accurate documentation of emergencies to aid in the recovery process

SITUATION AND ASSUMPTIONS

A. Situation

Santa Anna ISD is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1.

1. District/Schools

- a. The district's current enrollment is approximately **285** students of which **81** attend the district's high school, **43** attend the district's middle school, **154** attend the district's elementary school and **7** attend office campus special programs. The district's staff is comprised of **3** district office staff, **25** teachers and **3** administrators. Additionally there are **2** office/support staff, **5** aides, **3** cafeteria and **5** custodial staff.

A. Santa Anna ISD is made up of 7 buildings.

a. The Santa Anna ISD consist of a(n) administration building located at 701 Bowie Street, Santa Anna, Texas; elementary building located at 701 Bowie Street, Santa Anna, Texas; high school building located at 701 Bowie Street, Santa Anna, Texas; school gym, old gym, ag shop, and an annex building.

b. A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs is Appendix 3

B. Geographically, Santa Anna ISD encompasses 307.56 square miles of rural territory. The 2000 census reported the population for the district as 1081.

A summary of the major hazards is provided in Figure 1. A complete hazard analysis and security audit has been completed for Santa Anna ISD. After reviewing the Santa Anna ISD hazard analysis and security audit, it appears that the Santa Anna ISD is most likely to be affected by flash flooding, wildfire, tornados, winter storm, report of weapon on campus, chemical spills, hazardous

materials, fire, power outages, accidents (transportation), medical emergencies, bomb threat, explosion, hostage situation, intruder, kidnapping, weapon on campus, sexual assault, and weapons assault.

C. Assumptions

1. Santa Anna ISD will continue to be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
4. Following a major or catastrophic event, the Santa Anna ISD may have to rely on its own resources to be self-sustaining for up to 72 hours.
5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for this district/school to be prepared to carry out the initial emergency response on an independent basis.
7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this district/school's readiness to deal with emergency situations.
8. A spirit of volunteerism among Santa Anna ISD employees, students and families will result in their providing assistance and support to emergency response efforts.

E. Limitations:

It is the policy of Santa Anna ISD that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, Santa Anna ISD can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

CONCEPT OF OPERATIONS

A. Objectives

The objectives of Santa Anna ISD emergency operations plan are to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. To meet these objectives, the Santa Anna ISD shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

1. It is the responsibility of Santa Anna ISD officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect Santa Anna ISD.
2. It is the responsibility of the Santa Anna ISD to provide in-service emergency response education for all school and office personnel
3. It is the responsibility of the Santa ISD to conduct drills and exercises to prepare school personnel as well as students for an emergency situation
4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This EOP plan is one element of the preparedness activities.
5. This EOP plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn staff, students and parents during any emergency situation, whatever the cause.
6. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel will be trained in ICS.
7. Personnel tasked in this EOP plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed. The Santa Anna ISD is charged with insuring the training and equipment necessary for an appropriate response are in place.
8. This EOP is based upon the concept that the emergency functions that must be performed by the Santa Anna ISD generally parallel some of their

normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

9. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

A. Operational Guidance

1. Initial Response

Santa Anna ISD personnel are likely to be first responders on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

- a. The Superintendent of Santa Anna ISD will be responsible for activating the Santa Anna ISD emergency operations plan and the initial response:
 1. Evacuation – Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
 2. Reverse Evacuation – Requires all staff and student to go to safe places in the building from outside the building.
 3. Lock down – All exterior doors and classroom doors are locked and students and staff stay in their classrooms
 4. Shelter-in-place – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
 5. Drop, cover and hold – Students and staff drop low, take cover under furniture, cover eyes and protect internal organs

1. Notification Procedures

- a. In case of an incident at any district facility, the flow of information shall be from the school principals to the district office. Information should include the nature of the incident and the impact, on the facility, students and staff.
- b. In the event the district is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school principals. Specific guidelines are found in the individual annexes and appendices.

2. Training and Exercise

- a. Santa Anna ISD understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the Santa Anna ISD plan and the most current procedures, the following training, drill and exercise actions will occur:
 1. Training and refresher training sessions shall be conducted for all Santa Anna ISD personnel. In case of academic staff, training should coincide with the first in-service day of the school year. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance
 2. Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all employees is encouraged.
 3. Santa Anna ISD will plan for **2** drills and exercises during the school year. The types of drills and exercises will be determined by the Santa Anna ISD Superintendent.
 4. Santa Anna ISD will participate in any external drills or exercises sponsored by local emergency responders. Availability of Santa Anna ISD personnel and the nature of the drill or exercise shall govern the degree to which the district will participate as it relates to improving the Santa Anna ISD's ability to respond to and deal with emergencies.

