Grand Prairie ISD
Annex O Facilities Access Management

Section 1 – Purpose and Scope

1.1 Purpose
This annex establishes the policies and procedures under which the District will operate to provide facilities access management support for a hazard or special event by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

1.2 Scope
This annex addresses District planning to provide facilities access management support during a hazard and applies to the whole District community and all District property.

Section 2 – General Information

2.1 Accessing Facilities during a Hazard
Outside of a hazard or special event, Grand Prairie ISD will follow internal policy directing facility access management.

Hazards and special events often overburden everyday resources with visitors and other variables different from the norm. These events may disrupt the ability of District staff to adhere to the internal policy for facility access management.

2.2 Access Management and Visitor Screening
In compliance with TEC 37.108(c-2)(9), Grand Prairie ISD has established an access management and visitor screening policy and identifies the provisions governing access to a district building or other district property.

> District Access Management Policy GPISD EOP Annex I Visitor Management
> Grand Prairie ISD policy for access management can be found in the GKC Local, GKC Legal, GKC (Regulation) and BBE Local policies.
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> Before- and After-School Care
> Before- and after-school care programs operate with a reduced number of staff members, often without administrative staff members present. When before- and after-school care procedures make it difficult or impossible to use standard access management procedures, Grand Prairie ISD will use the following modifications to screen incoming visitors:
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> - GPISD uses After the Bell (GPISD employees) and YMCA (contract employees) for after-school care.
> - Both programs maintain secured exterior doors and monitor the pick-up of students using their own methods (QR code, phone call, text message, etc.)
> - There is no formal before-school care program utilized in the District.
>
> Special Event – Indoors
> Indoor special events during the school day (such as events for grandparents, daytime concerts, award assemblies, etc.) may pose problems with a large influx of visitors to the school at one time, possibly overwhelming access management staff and procedures. When a special indoor event makes it difficult or impossible to use standard access management procedures, Grand Prairie ISD will use the following modifications to screen.
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> - Campuses will be permitted to batch-print visitor badges in advance of the event. Any visitor who has not signed up in advance or has not been checked through the visitor management software will need to be processed as any other visitor on a regular school day.

- Volunteers assisting with campus events have undergone a volunteer background check and can also be batch-printed prior to the event they are helping with.

Special Event – Indoors After Hours

Special events held after hours (such as carnivals, concerts, etc.) often result in a reduced number of staff or a different set of staff members monitoring visitors' access to the school facility. When a special indoor event is held after hours, Grand Prairie ISD will make the following modifications to the standard visitor policy:

- Designated points of entry will be determined and should be monitored by staff.
- Campuses may hire additional security staff to assist with monitoring visitors, including GPISD security personnel or off-duty law enforcement personnel.
- Staff should remain vigilant and monitor visitors for any suspicious behavior. Any suspicious behavior seen should be reported immediately to onsite security personnel or, in the absence of security, to local law enforcement.

Special Event – Outdoors

When a special outdoor event makes it difficult or impossible to use standard access management procedures, Grand Prairie ISD will use the following modifications to screen incoming visitors:

- Campuses may hire additional security staff to assist with monitoring visitors, including GPISD security personnel or off-duty law enforcement personnel.
- Staff should remain vigilant and monitor visitors for any suspicious behavior. Any suspicious behavior seen should be reported immediately to onsite security personnel or, in the absence of security, to local law enforcement.

Densely Populated Athletic Event

When a densely populated athletic event makes it difficult or impossible to use standard access management procedures, Grand Prairie ISD will use the following modifications to screen incoming visitors:

- The densely populated athletic events at the Gopher-Warrior Bowl will include the screening of all visitors through metal detectors.
- Bag checks at all athletic events will be conducted by District staff.
- The Athletics Department will hire additional security staff, including both GPISD security personnel and/or law enforcement, to assist with monitoring visitors.

2.3 Access by First Responders

First responders must have immediate access to all District facilities without delay to save lives in response to a hazard.

Grand Prairie ISD makes facility access, emergency response maps, and surveillance cameras readily available to first responders (Police, Fire, EMS), as evidenced by the following practices:

- SROs have access to the video surveillance system.
- SROs are in possession of master keys to the campuses.
- Keyless badge access is provided to local law enforcement.
- Knox box is available at all facilities.
- Campus maps are shared with local law enforcement.
- Security maintains additional go-bags containing campus maps and master keys for quick deployment during emergencies (in place by January 2024).

Grand Prairie ISD makes first responder agencies aware of the above practices by:

- Routine meetings throughout the year with SROs and SRO supervisors to educate and remind them of the access provided.
- Information shared in the meetings of the District's Safety and Security Committee, which are attended by local emergency management and local first responders.

2.4 Access by All District Staff (including Substitute Teachers)

Grand Prairie ISD acknowledges that it is ideal to provide immediate staff access to all District facilities before a hazard impacts the population.

Substitute Teachers
Substitute teachers may be called into the District to assist with responding to and recovering from a hazard or assisting with school drills.

In compliance with TEC Code 37.108(f)(7), Grand Prairie ISD utilizes the following practices for providing a substitute teacher access to school campus buildings and materials necessary for the substitute teacher to carry out the duties of a District employee during an emergency or a mandatory emergency drill:

- GPISD substitutes are District employees who hold a District ID badge.
- Upon reporting for duty, substitutes are provided with a keyless access card to allow them immediate access back into the building during an emergency.
- Substitutes are provided with access to their workspace/classroom and materials by the campus administration.

2.5 Outside Entity Facility Usage, Agreements

When Grand Prairie ISD allows outside organizations to use District facilities, a written agreement must first be completed and signed by administrators of both organizations. This agreement is maintained by the Facilities Rental Coordinator within the Maintenance/Facilities Department.

The following are the safety and security responsibilities required of outside organizations using District facilities:

- Responsibility for access control and key requirements
- Responsibility for the safety of event attendees
- Responsibility for damage to or loss of District property
- Financial liability for injury, death, and destruction of property
- District staff required to supervise access to facilities
- Event first-responder needs (Police, Fire, EMS)
- Visitor screening requirements.

Facilities Rental Agreement
https://www.gpisd.org/cms/lib/TX01001872/Centricity/Domain/11816/GPISD%20FACILITY%20EVENT%20RENTAL%20INFORMATION%20COMMUNITY%203-2021.pdf

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

Grand Prairie ISD will refer to the hazard-specific annex supported by this functional annex for Incident Commander and other ICS assignments.

Section 4 – Actions and Responsibilities

District Actions and Responsibilities Table

Prevention Phase
This phase is usually not applicable to a functional annex

Mitigation Phase
This phase is usually not applicable to a functional annex

Preparedness Phase
Regularly review District readiness to support facilities access management

District Actions	Responsible Role by Position
Review signed agreement by outside vendors	Facilities Rental Coordinator
Providing additional security for events to include GPISD security staff and/or local law enforcement	Chief of Security
Train District staff in the Standard Response Protocol	Chief of Security
Ensure first responders have the access needed in case of an emergency	Chief of Security

Response Phase
District actions to support facilities access management

District Actions	Responsible Role by Position
Provide security for any immediate concerns	Chief of Security
Provide maintenance/custodial support for any concerns	Chief of Facilities
Activate Standard Response Protocol	All Staff, Direct Witness

Recovery Phase
Return to normal District access management operations

District Actions	Responsible Role by Position
Provide maintenance/custodial support for any concerns	Chief of Facilities
Hold after-action review	Chief of Security

Section 5 – Resources

5.1 Abbreviations and Acronyms
ICS   Incident Command System

5.2 Definitions
Incident Command System The standardized approach used globally during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.