

ANNEX L

**Human-Caused
Hazards**

Brackett ISD

APPROVAL & IMPLEMENTATION

Annex L

Human-Caused Hazard

Signature

Date

Signature

Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the first signature block is used by the individual having primary responsibility for this emergency function and the second signature block is used by the Superintendent. Alternatively, each person assigned tasks within the annex may sign the annex.

ANNEX L

Human-Caused Hazard

I. AUTHORITY

- A. Refer to Section I of the basic plan for general authorities.
- B. School board policies

II. PURPOSE

The purpose of this annex is to establish the organization and to assign responsibilities for an effective and operational human-caused hazard program for the protection of the district's staff and students in the event of an emergency.

III. EXPLANATION OF TERMS

DEM	Division of Emergency Management
DPS	Department of Public Safety
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICS	Incident Command System
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TxDOT	Texas Department of Transportation
NWS	National Weather Service

IV. SITUATION & ASSUMPTIONS

A. Situation

1. General.
 - a. See the general situation statement and hazard summary in the basic plan.
 - b. The district is vulnerable to a wide variety of human-caused events on an annual basis. These conditions include bomb threats, school violence, hazardous materials, bus accidents, etc. Human-caused hazards can occur rapidly and can disrupt daily operations of the district.
 - c. The receipt of timely and accurate information affords the district the opportunity to make timely decisions that in the best interest of the staff and students.

B. Assumptions

1. We may experience human-caused situations which threatens staff, students and school property and necessitate the implementation of protective actions for the entire school population at risk.
2. In the event a human-caused incident is imminent or in the process of occurring when school is not in session, a decision will be made by appropriate district personnel to either delay or cancel that day's session. Proper notifications will be made according to procedure.

V. CONCEPT OF OPERATIONS

A. General

1. When school is in session and human-caused hazard precludes the safe transportation of students, the superintendent shall notify the appropriate personnel to activate shelter in place plans.
2. Parents will be informed that students are safe and being provided for; and that parents should not come to the school to pickup students. Parents will be advised when it is safe to pickup students.
3. If a situation necessitates a rapid evacuation of a specific facility within the school district, appropriate personnel will authorize the movement of students and staff to an alternate facility not impacted by the human-caused hazard.
4. Upon stabilization of the event, the parents will be notified that students will either be transported home or back to their normal school facility.

B. Activities by Phases of Emergency Management

1. Mitigation
 - a. Maintain an effective public warning system.
 - b. Establish/maintain a communication with local law enforcement
2. Preparedness
 - a. Establish a communication system.
 - b. Select and train staff and students.

3. Response
 - a. Activate the emergency response team system
 - b. Respond in accordance with the guidelines in Appendix [].
 - c. Provide information and instructions to the public.
4. Recovery
 - a. Work with state and federal agencies to assess damage, if any.
 - b. Keep the public informed about the status of the incident.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. The Emergency Management Coordinator is in charge of the human-caused hazard protection program on a day-to-day basis. Once an incident occurs, responsibility for managing and directing the response is assigned to the Incident Commander.

B. Assignment of Responsibilities

1. The Emergency Management Coordinator will designate one or more human-caused hazards officers to coordinate all protection program activities.
2. The Incident Commander will:
 - a. Manage emergency response resources and operations at the incident site to control the incident.
 - b. Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.
 - c. Schedule and conduct an annual review of this annex and coordinate update of the annex, if needed.
3. School-based Law Enforcement will:
 - a. Restrict access to incident sites to protect public health and safety.
 - b. Organize and conduct evacuations and provide traffic control as needed, if necessary.
 - c. Assist in warning the public, if necessary.

VII. DIRECTION & CONTROL

- A. Guidance.** The Superintendent will establish local policies relating to human-caused hazard protection and may provide general guidance for emergency operations.
- B. Operational Direction.** During human-caused hazard incidents, the Incident Commander will manage response operations at the incident site. The Incident Commander and the EOC shall agree upon a division of responsibilities for specific tasks. Typically, the EOC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.
- D. Communications.** Telephone, radio, teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide direction and control.

VIII. READINESS LEVELS**A. Green – Low.**

See the mitigation and preparedness activities in Section V.D, Emergency Management Activities by Phase.

B. Blue – General

1. Monitor the situation.
2. Inform first responders of the situation.

C. Yellow – Significant

1. Monitor the situation.
2. Alert personnel for possible emergency duty and deploy personnel and equipment to investigate incidents.
3. Check equipment and increase short-term readiness if possible.
4. Issue warnings to staff, students and parents and providing public information if necessary.

D. Orange – High

1. Investigate the situation and partially or fully activating the EOC to monitor it.

2. Place first responders in alert status; place off-duty personnel on standby.
3. Advise appropriate state and federal agencies.
4. Prepare to issue public warning if it becomes necessary.

E. Red – Severe

1. Activate EOC for increase situation monitoring, planning and resource management.
2. Increase communication capabilities

IX. ADMINISTRATION & SUPPORT

A. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from local emergency responders, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

B. Reports & Records

1. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities.
2. Response & Recovery Expenses. As it may be possible to recover some expenses incurred in responding to a natural hazard from insurers or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from a natural hazard emergency.
3. Post-Incident Review. A post-incident critique shall be conducted.

X. PLAN DEVELOPMENT & MAINTENANCE
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A. Development. The Emergency Management Coordinator is responsible for developing and maintaining this annex.

B. Maintenance. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the basic plan.

XI. Appendices

Appendix 1 Bomb Threat Checklist

Appendix 1
Bomb Threat Checklist