

Multi-hazard Emergency Operations Plan



September 1, 2026

Security Statement

In accordance with the Texas Government Code sections 418.175 – 418.182, this document contains information that is not subject to disclosure under Chapter 552, Government Code.

(M) Formal Adoption Statement

Huntsville ISD and its stakeholders expect that schools remain safe havens for education. However, Huntsville ISD cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus, and all staff, must be prepared to ensure efficient and effective operations and response efforts for any emergency incident. Through emergency management, the district plan helps to ensure that Huntsville ISD continues to provide a safe, orderly learning environment for every student and every campus. Huntsville ISD emergency management process embraces state and federal standards and proven practice.

This plan is known as Huntsville ISD Multi-hazard Emergency Operations Plan (EOP). The plan and supporting documents provide the framework that outlines the district's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

Huntsville ISD Superintendent is responsible for approving and ensuring the formal adoption of this plan, which supersedes and rescinds all previous Huntsville ISD emergency operation plans. It is designed for use alongside local, regional, state, and federal emergency management plans. The district EOP and related appendices, including individual campus emergency preparedness plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the District Audit Review as set forth in Texas Education Code Chapter 37.108 or as district policy changes dictate.

In the event that any portion of this EOP or supporting documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The Superintendent may develop and distribute minor changes to this plan. Revisions and recertification will be signed by the Superintendent.

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

Mr. Travis Fanning
Superintendent

09/01/2026

(M) Record of Changes

Record of Changes and Annual Review

In accordance with Texas Education Code 37.108(a)(7), the [Superintendent](#) is responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management, and Homeland Security planning guidance. Prior to the start of each school year, the district will complete a review of [Huntsville ISD](#) EOP to include updates to organizational and contact information, plan review, training, and exercise.

Record of Changes and Annual Review Table				
Change Number	Date of Change (mm/dd/yyyy)	Name of Person Updating or Reviewing	Title of Person Updating or Reviewing	Summary of Significant Changes and Annual Review
1	05/26/2020	EMT HISD & Kevin Stanford	Assistant Superintendent	Updated EOP After Review
2	07/23/2020	EMT HISD & Bill Roberts	Assistant Superintendent	Annual Review
3	07/22/2021	EMT HISD & Bill Roberts	Assistant Superintendent	Annual Review
4	07/21/2022	Bill Roberts	Assistant Superintendent	Annual Review
5	09/06/2022	HISD EMT & District Safety & Security Committee	Assistant Superintendent	Review & Revised EOP
6	10/24/2023	Bill Roberts	Assistant Superintendent	TX SCC Review with Corrections
7	06/21/2023	HISD EMT	Assistant Superintendent	Annual Review
8	07/31/2023	Bill Roberts & TX SSC Staff	Assistant Superintendent	Update EOP 2023-2024 School Year
9	06/05/2024	HISD EMT	Assistant Superintendent	Annual Review
10	08/23/2024	Bill Roberts & TX SSC Staff	Assistant Superintendent	Update EOP 2024-2025 School Year
11	09/16/2025	EMT HISD & Paul Trevino	Assistant Superintendent	Annual Review
12	02/17/2025	EMT HISD & Paul Trevino	Assistant Superintendent	Annual Review
13	09/01/2026	EMT HISD & Paul Trevino	Assistant Superintendent	Annual Review

Record of Distribution

Updated versions of Huntsville ISD's Basic Plan have been distributed to the following district members as well as responding and coordinating agencies identifying their receipt, review, and intent to use this EOP during an emergency incident.

Record of Distribution Table		
Name of Person Receiving	Name of District or Agency Receiving	Delivery Date (mm/dd/yyyy)
Sgt. Legerski	SRO Division of Huntsville Police Department	09/06/2022
Adam Winningham	Director of Emergency Management, City of Huntsville & Fire Department, City of Huntsville	09/06/2022
Chief Greg Mathis	Fire Department, City of Huntsville	09/06/2022
Cpl. Bill Corley	TX Department of Public Safety	09/06/2022
Tim Whitecotton	Walker County Sheriff's Office	09/06/2022
Butch Davis	Emergency Management Director, Walker County	09/06/2022
Sgt. Legerski	SRO Division of Huntsville Police Department	09/19/2023
Adam Winningham	Director of Emergency Management, City of Huntsville & Fire Department, City of Huntsville	09/19/2023
Cpl. Bill Corley	TX Department of Public Safety	09/19/2023
Nadine Pharris	Chief Technology Officer, HISD	09/19/2023
Charles McGowen	Director of Transportation, HISD	09/19/2023
Larry Brown	Director of Maintenance & Operations, HISD	09/19/2023
Scott Humes	AP, Huntsville High School	09/19/2023
Williams Woods	AP, Mance Park Middle School	09/19/2023
Jennifer Barnes	Principal, Scott Johnson Elementary School	08/27/2024
Eric Burns	Principal, Samuel Walker Houston Elementary School	08/27/2024
Ashley Fisseler	Principal, Estealla Stewart Elementary School	08/27/2024
Roger McNeel	Principal, Huntsville Elementary School	08/27/2024
Joshua Campbell	Principal, Mance Park Middle School	08/27/2024
Paul Trevino	Principal, Huntsville High School	08/27/2024
Nathan Bruner	Director, Westmoreland Academy	08/27/2024
Sharonda Johnson	Director, Huntsville Success Academy	08/27/2024

Table of Contents

Section 1.0 Purpose, Scope, and Objectives.....	1
Purpose	
Scope	
Objectives	
Section 2.0 Authority and Guidance.....	3
Section 3.0 District Hazard Analysis.....	4
Section 4.0 Situation Overview and Assumptions.....	5
Situation Overview	
Plan Organization	
Individuals with Access and Functional Needs	
Facilities and Campuses	
Portable Buildings	
Fire Safety Inspections	
Resources	
Assumptions	
Section 5.0 Concept of Operations	11
Approach to Emergency Management	
Emergency Operations Organization	
Emergency Training	
Drills	
Exercises	
Phases of Emergency Management	
Prevention	
Mitigation	
Preparedness	
Response	
Reunification	
Recovery	
Physical and Psychological Safety	
Breaching Tool and Ballistic Shield	
Section 6.0 Assignment of Responsibilities	19
Section 7.0 Direction and Control	27
General Information	
Chain of Command	
Agency Coordination	
Section 8.0 Public Information Officer	30
Section 9.0 Administration and Support	32
Purchasing	
Reporting	
Recordkeeping	
Section 10.0 Development and Maintenance Process	34
Section 11.0 Explanation of Terms	35
Acronyms	
Definitions	

Section 12.0 Attachments	39
Attachment 1: District Hazard Analysis	39
Attachment 2: Formal Agreements	40
Attachment 3: School Safety and Security Committee	42
Attachment 4: Safety and Security Audits	44
Attachment 5: Distribution of Emergency Maps and First Responders Walkthroughs	45
Section 13.0 Annexes	47

SECTION 1.0: Purpose, Scope, and Objectives

1.1 Purpose

The purpose of this Multi-hazard Emergency Operations Plan (EOP) is to educate and inform the district about actions to follow before, during, and after an emergency incident by outlining the responsibilities and duties of administrators, faculty, staff, substitutes, students, response and coordinating agencies, and the whole community. The purpose of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency operations, practices, collaboration, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been designed to meet the specific and individual needs, capabilities, and circumstances found throughout the district.

The district will review and update this EOP annually. These revisions will enhance our ability to support all phases of emergency management.

- Prevention
- Mitigation
- Preparedness
- Reunification
- Response
- Recovery

1.2 Scope

This EOP addresses district planning and procedures for all emergency incidents, applies to all district facilities and campuses, and ensures that the needs of individuals with access and functional needs are addressed.

This plan focuses on mitigating, preventing, and preparing for emergency incidents of all types that could impact the district. It is designed to ensure effective and efficient coordination of response and recovery efforts.

1.3 Objectives

[Huntsville ISD](#) Multi-hazard Emergency Operations Plan is a framework that supports the district's overall educational mission. The overall objectives of the Basic Plan are to:

- Prepare and protect all individuals covered by this plan against significant threats and hazards in a manner allowing vital interests and daily operations to continue.
- Reduce the loss of life and property by decreasing the impact of disasters.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs after an emergency incident.
- Assist whole communities recovering from an emergency incident with continued stabilization of vital life support systems and whole community restoration.

These objectives apply to all hazards and may be used to assist with any type of emergency incident requiring emergency operations, response, and recovery efforts.

This plan is applicable to all district sites (campuses, extension centers, administration, transportation, and support facilities). The district will review and update the plans and supporting documents through activities that enhance its ability to prevent and mitigate, prepare for, respond to, and recover from emergency incidents of all types.

Section 2.0: Authority and Guidance

This Basic Plan is developed under the authority of Texas Education Code 37.108(a) that states “each school district or public junior college district shall adopt and implement a Multi-Hazard Emergency Operations Plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.” It aligns with federal, state, and local guidelines, and provides the framework for coordinating response efforts during an emergency incident. All actions and decisions outlined within this plan are guided by the principles set forth in the [National Response Framework](#) and the [Guide for Developing High-Quality School Emergency Operations Plans](#), ensuring a structured and compliant response to any emergency event.

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the [National Incident Management System \(NIMS\)](#) as the “declared state standard for incident management.”

SECTION 3.0: District Hazard Analysis

Huntsville ISD is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, staff, and substitutes. Huntsville ISD maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in Attachment 1: District Hazard Analysis. The district has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property.

SECTION 4.0: SITUATION OVERVIEW AND ASSUMPTIONS

4.1 Situation Overview

The situation overview provides an effective response to an emergency incident. This Multi-hazard Emergency Operations Plan (EOP) may be activated in part or in whole, as necessary, by the [Superintendent](#) or designee.

This plan is to prevent or mitigate the effects of hazards that may affect the district. The district is located within [Walker County, City of Huntsville, and is serviced by the Education Service Center \(ESC\) 6](#).

[Huntsville ISD Basic Plan](#) describes the high-level responsibilities of the agencies and partners who have responsibilities within this plan and within the scope of prevention, mitigation, preparedness, response, and recovery. [Huntsville ISD Basic Plan](#) and those involved in emergency preparedness efforts strive to meet the needs of all residents, constituents, and individuals with access and functional needs.

The district's Basic Plan is a comprehensive plan intended to provide guidance and resources. Incident responders should use judgment and discretion to determine the most appropriate actions at the time of an emergency incident.

A. Plan Organization

There are three components to the district's Emergency Operations Plan (EOP):

- Basic Plan
- Annex (Hazard Specific Annex and Functional Annex)
- Appendix

Plan Organization Table	
Component	Description
Basic Plan	Describes the district's emergency management organization and a system of coordination.
Annex	Functional Annex: Describes the district's actions that are consistently taken during any emergency incident impacting the district. Hazard Specific Annex: Addresses how the district responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.
Appendix	Attached to an annex, the district provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

B. (M) Individuals with Access and Functional Needs

The district provides equal access to safety during emergency incidents, required drills, and district approved exercises for students and district personnel with access and functional needs in accordance with Texas Education Code 37.108(f)(4) and 37.1086(a).

Huntsville ISD designates the [Director, District Special Education](#) as the person who ensures all district campuses have reviewed all individual education plans (IEP) and 504 plans to identify students who require an accommodation(s) to have access to safety and security during drills and emergency situations. When documented locally, an accommodation(s) must be shared with appropriate campus level personnel and the district's Safety and Security Committee.

Huntsville ISD designates the [Director, District Special Education](#) as the person who ensures all students who have an IEP, 504, or both, that requires an accommodation(s) to access safety and security during drills and emergency situations is updated in the district's EOP. This includes:

- Updating the Record of Changes each time a change is made.
- Updating the Record of Distribution to include those with a need to be aware of the accommodation(s) provided.
- NOTE: Updates in the EOP must avoid using personal identifying information to protect a student in accordance with the Family Educational Rights and Privacy Act (FERPA).

Huntsville ISD considers the following when locally documenting accommodations:

- Formally documenting the accommodation in the student's IEP and/or 504. This allows for seamless support and advocating of the student's accommodation needs as the student changes classrooms, grade levels, campuses, transition to post-secondary education, and potential changes to the student's IEP/504 identification(s).
- Develop a formally documented, short-cycle cadence for how often accommodations are updated in the district's emergency operations plan. Once the accommodation is identified, it should be quickly documented locally, distributed to necessary staff, and updated in the district's emergency operations plan. Failure to complete these tasks in a timely manner may delay accommodation practice during a drill or access to life saving accommodations during an actual emergency.

C. Facilities and Campuses

Huntsville ISD has a total of 15 facilities. [The district has 1 high school, 1 middle school, and 4 elementary schools.](#) A master list of facilities is available at the [Huntsville ISD Hawkins Administration Building](#). A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits,

bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The district's current enrollment is approximately 5,700 students. The district staff comprises approximately 780 employees including district office staff, faculty, administrators, support staff, cafeteria staff, custodial staff, maintenance staff, and transportation staff.

Huntsville ISD Instructional Facilities

(real property that is used predominantly for teaching curriculum)

as of 05/01/2026

Name of Facility	Street Address	City	State	Zip Code
Huntsville High School	515 FM 2821 East	Huntsville	TX	77320
Mance Park Middle School	1010 8th Street	Huntsville	TX	77320
Scott Johnson Elementary	431 HWY 190 East	Huntsville	TX	77320
Estella Stewart Elementary	3400 Boettcher Drive	Huntsville	TX	77320
Samuel Walker Houston Elementary	1641 7th Street	Huntsville	TX	77320
Huntsville Elementary	87 Martin Luther King Dr.	Huntsville	TX	77320
Westmoreland Learning Center	1010 7th Street	Huntsville	TX	77320

Huntsville ISD Non-Instructional Facilities

(real property that is not primarily used for teaching curriculum)

as of 05/01/2026

Name of Facility	Street Address	City	State	Zip Code
Hawkins Administration Building	441 FM 2821 East	Huntsville	TX	77320
Maintenance & Operations	823 Cline Street	Huntsville	TX	77320
Support Learning Center	603 HWY 190 East	Huntsville	TX	77320
Child Nutrition	1010 7th Street	Huntsville	TX	77320
Technology	1220 7th Street	Huntsville	TX	77320
Old Gibbs PreK Gym	1800 19th Street	Huntsville	TX	77320
Old SLC	119 FM 980	Huntsville	TX	77320
Maintenance Warehouse	690 Sam Houston Ave	Huntsville	TX	77320
Transportation	96 Martin Luther King Dr.	Huntsville	TX	77320

D. (M) Portable Building Safety

Huntsville ISD currently has 7 portable buildings as defined in Texas Administrative

Code 61.1036. All portable buildings meet the school safety requirements specified within Texas Administrative Code, 61.1031 and are incorporated in the district's Multi-hazard Emergency Operations Plan to include emergency incidents, drills, and exercises, ensuring the safety of students in portable buildings in accordance with Texas Education Code 37.108(f)(3).

E. (M) Fire Safety Inspections

When a fire safety inspection is conducted, [Huntsville ISD](#) will comply with Texas Government Code 419.909, and ensure the following:

- A fire safety inspection will be performed by an individual certified by the Texas Commission on Fire Protection.
- The inspection will include an examination of each automated external defibrillator (AED) on the school campus to determine whether the defibrillator is fully functional, which must include verifying that that defibrillator's pads and battery have not expired and that the defibrillator's status indicator light indicates that the device is ready for use.
- A representative of the campus will present each AED for inspection.

F. Resources

The district will use district owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, [Huntsville ISD](#) has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to necessary resources during an emergency incident impacting the district.

The district has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure they have access to needed district resources during an emergency incident impacting the whole community.

A list of current agreements is found in Attachment 2: Formal Agreements. All current agreements can be obtained through the district's legal office.

4.2 Assumptions

Planning requires a commonly accepted set of assumptions to provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the district considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

- This EOP is intended to provide guidance but does not imply performance guarantees. The district may deviate from this plan, as necessary.

- Those district members, as well as responding and coordinating agencies listed in the Record of Distribution, acknowledge receipt, review, and intend to use this plan during an emergency incident.
- **(M)** The district must coordinate with external (non-district owned) facilities regarding site-specific plans to identify hazards, including measures to ensure the safety of students, staff, and visitors during district-sponsored or sanctioned extracurricular activities.
- Students, faculty, staff, and substitutes are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.
- Ensures all students who have an IEP, 504, or both, that requires an accommodation have access to safety and security during drills and emergency situations is updated in the district's emergency planning efforts.
- An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty, staff, and substitutes should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
- Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.
- Emergency incident and disaster efforts will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
- The district is prepared to take initial response actions until help from responding agencies is available.
- Upon arrival, a member of a responding agency (law enforcement, fire, etc.) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident.
- An intentional threat against the district will result in security and law enforcement response actions.
- A quick and appropriate response will reduce the number and severity of injuries.
- **(M)** Recovery includes the district's obligation to plan for the prompt recovery of services provided by the school district following an emergency incident or disaster.
- A large-scale emergency incident requires an effective and coordinated response between the district, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, staff, and substitutes.
- During an emergency incident, faculty, staff, and substitutes are expected to perform tasks beyond their daily duties.

- Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.
- Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
- The district will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Emergency incidents may result in one or more of the following:
 - Damage or destruction to public and private property.
 - Damage or destruction to public and private records.
 - Displacement of people and families.
 - Disruption of local services (sanitation, emergency medical services, fire, and police). Disruption of utilities (electric, gas, internet, telephone, and water) and daily life activities.
 - Impacts on the environment.
 - Injury or loss of life.
 - Shortages of temporary or permanent housing.
 - Social and economic disruption.
- Achieving and maintaining effective district, whole community, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.
- Proper mitigation actions can prevent or reduce disaster related loss. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency incidents.
- The district formally adopted and implemented the National Incident Management System (NIMS).

Section 5.0: Concept of Operations

5.1 Approach to Emergency Management

The Multi-hazard Emergency Operations Plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each facility and campus will develop and test emergency plans. Faculty, staff, and resources may be limited; however, some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The [Superintendent](#) is responsible for emergency management planning for the charter and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts. The [Superintendent](#) may also identify individuals whose responsibilities are to support the charter's emergency management.

(M) Texas Education Code 37.115(c)(6) requires the board-adopted policies and procedures for each school district's Threat Assessment and Safe and Supportive School Team to ensure that, after an administrator or the team receives information regarding a threat against a campus, a timely notification is provided to each member of the teaching staff, including teacher aides, who may be directly affected. The notification must state that a threat exists, describe the nature of the threat, and include any other pertinent information necessary to protect student and staff safety.

5.2 Emergency Operations Organization

In coordination with Texas Education Code 37.108(a), the district will implement the Incident Command System (ICS) for all planned events and emergency incidents. ICS is a standardized approach used to manage events and emergency operations by clearly defining roles and responsibilities while establishing a formal decision-making structure.

The district ensures all facilities and campuses have developed site-specific emergency plans that address their identified hazards, including measures to ensure the safety of students, staff, and spectators during extracurricular activities sponsored or sanctioned by the district.

5.3 **(M)** Emergency Training

To improve the district's readiness, [Huntsville ISD](#) conducts regular training with students, faculty, staff, and substitutes on the hazards identified in this EOP. Emergency training includes, but is not limited to, required emergency drills and district approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property.

- A. Drills:** A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. Per Texas Education Code 37.114, Texas Administrative Code 103.1209, and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains

each legislatively mandated emergency drill with the definition and frequency in accordance with Texas Administrative Code 103.1209.

Emergency Drill Table		
Definitions are found at Texas Administration Code 103.1209 .		
Drill	Definition	Frequency
Secure	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to act as protection to deny entry.	One per school year.
Lockdown	A response action schools take to secure (close, latch, and lock) interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.	Two per school year (once per semester).
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One per school year.
Shelter-in-place (for either severe weather or hazmat)	A response action schools take to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter. Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.	One per school year for severe weather. One per school year for hazmat.

Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible	School districts and open-enrollment charter schools should consult with the local authority having jurisdiction (e.g., fire marshal) and comply with its requirements and recommendations. If a district does not have a local authority, it shall conduct four per school year (two per semester).
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- B. Exercises:** A preparedness training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss of life or property are at risk. Per Texas Administration Code 103.1211(b), local education agencies (including school districts and open-enrollment charter schools), are not required to conduct active threat exercises; however, should a district choose to conduct an active threat exercise, the district shall ensure the exercise meets requirements specified within Texas Education Code 37.1141.

5.4 (M) Phases of Emergency Management

In compliance with Texas Education Code 37.108(a), this EOP addresses each phase of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor’s Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

The district’s communications technology and infrastructure allow for clear communication during all phases of an emergency incident or disaster, including measures to ensure the use of standardized response protocol terminology, to facilitate communication between law enforcement, emergency services, district employees, and the public.

The district has identified the following actions for all phases of emergency management.

- A. Prevention:** Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.

Prevention Actions Table
Huntsville ISD identified the following actions for the prevention phase of emergency management.
Follow procedures for Bullying Prevention according to Texas Education Code 37.0832(c).

Cyberbullying prevention includes faculty, staff, and substitute training with updated legislation and procedures.
Anonymous Incident and Bullying Reporting Online.
Pandemic virus and influenza sanitation measures include routine E-misting of buildings.
Building access control procedures including cameras and call in stations.
Student and staff ID system.
Visitor badging.
Conduct unauthorized Intruder Training.
Install vape and decibel detection devices on secondary campuses.
Update camera system.
Unannounced Intruder Detection Audits.
Complete a Safety and Security Audit for state accountability every three years and present the findings to the board of trustees as required.

B. Mitigation: Actions that 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 emergency incident and providing value to the public by creating safer communities.

Mitigation Actions Table
Huntsville ISD identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Install barrier fencing around campuses.
Lock exterior doors with call in cameras.
Enclose vestibules.
Install weather and intruder resistant doors and keyless entries.
Ensure bracing and locking of chemical cabinets.

Check technological updates, including protected storage of district information.

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

Preparedness Actions Table
Huntsville ISD identified the following actions for the preparedness phases of emergency management.
Conduct drills scheduled in a professional development calendar and conducted by campus principals.
Participate in exercises with local law enforcement, public health authority, and other partner agencies.
Prepare classroom continuity of learning for campus and district level safety committees.
Monthly principal training for ongoing review of emergency response.
Conduct bi-annual training for all faculty, staff, and substitutes regarding emergency operations procedures.
Conduct bi-annual employee surveys.

D. Response: Actions that include activities to address the short-term, direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

Response Actions Table
Huntsville ISD identified the following actions for the response phase of emergency management.
Evacuate buildings.
Provide suicide prevention, grief-informed and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.
Provide transportation resources when needed.
Nurse directs trauma stations with pre-identified roles, responsibilities, and mapped color-coded stations.

District police serve as the first responders employing partner agencies as appropriate.

- E. Reunification:** Actions that establish and implement procedures to ensure the safe and secure reunification of students with their parents or guardians following an emergency. This action includes maintaining accountability of all students, verifying parent/guardian authorization prior to release, coordinating with law enforcement and emergency services, and communicating clearly with stakeholders throughout the process.

Reunification Actions Table
Huntsville ISD identified the following actions for the reunification phase of emergency management.
Develop and maintain a reunification plan as part of the district's emergency operation plan (EOP) to include procedures that use standardized response protocol terminology to ensure consistent and clear communication among law enforcement, emergency services, staff, students, and the public.
Incorporate standard reunification measures within their EOPs that align with ensuring a structured, accountable, and secure process for reuniting students with parents or guardians following an emergency incident or evacuation.
Establish a designated reunification site(s) that is safe, secure, and accessible.
Account for all students and staff before, during, and after transport to a reunification site.
Verify parent/guardian identity and authorization prior to releasing students, following district policy and Family Educational Rights and Privacy Act (FERPA) guidelines.
Coordinate with law enforcement, emergency responders, and transportation services to ensure site security and safe operations.
Communicate clearly and consistently with parents/guardians, staff, and the whole community using pre-identified methods (e.g., call-out system, website, media).
Provide accommodations for students with access and functional needs during the reunification process.
Document student release to parents/guardians to maintain legal accountability.

Conduct training and exercises with staff and partners (internal and external) to test and improve reunification procedures.

- F. Recovery:** Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

Recovery Actions Table	
Huntsville ISD identified the following actions for the recovery phase of emergency management.	
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.	
Account for students and employees after a county evacuation and communicate district updates and plans.	
Activate the Comprehensive Counseling Plan, along with outside agency support, for students and staff.	
Provide crisis intervention and support with a trained crisis and grief counseling team.	
Restore utilities.	
Conduct facilities assessment and readiness evaluation.	
Reopen the district with communication to local agencies and stakeholders.	
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.	
Debrief the emergency response measures and update any needed documentation, procedures, policies, etc..	

5.5 (M) Physical and Psychological Safety

The physical safety of students, faculty, staff, substitutes, and the whole community during an emergency incident is addressed throughout each annex. In addition to physical safety, Huntsville ISD EOP ensures provisions for supporting the psychological safety of students, faculty, staff, substitutes, and the whole community during the response and recovery phase following a disaster or emergency. These provisions are aligned with programs and research-based practices in accordance with Texas Education Code 37.108 and in alignment with Texas Education Code 38.351.

This EOP, in compliance with Texas Education Code 37.108(f)(6)(B), includes strategies for ensuring any required professional development training for suicide

prevention and grief-informed and trauma-informed care is provided to appropriate school personnel. For additional information regarding physical and psychological safety, refer to the Psychological Resilience Annex.

5.6 (M) Breaching Tool and Ballistic Shield

In accordance with Texas Education Code 37.1171, each campus must maintain at least one breaching tool and one ballistic shield available for use at each campus in the event of an active shooter incident.

For additional information regarding the breaching tool and ballistic shield, refer to the Active Shooter Appendix.

SECTION 6.0: Assignment of Responsibilities

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Personnel should take action to respond to and manage an emergency incident until response agencies arrive. The district acknowledges the primary responsibility for response efforts and will assign an individual with the most relevant subject matter expertise to manage specific emergency incidents.

Roles and responsibilities are identified in the Roles and Responsibilities for Emergency Management Phases Table.

Roles and Responsibilities for Emergency Management Phases Table	
Prevention Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Obtain ICS training to ensure effective communication with first responders during an emergency incident or disaster.
Principal(s)	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Obtain ICS training to ensure effective communication with first responders during an emergency incident or disaster.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Finance Department	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents.
	Track timekeeping for emergency responders or contracted services.

	Prepare and submit documentation for reimbursement.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Mitigation Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency preparedness.
Principal(s)	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Finance Department	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Preparedness Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Assume responsibility for emergency management planning.
	May designate an individual to serve as the emergency management coordinator who oversees emergency management.
	Identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Establish a line of succession for decision making during an emergency incident.
	Ensure this EOP is reviewed annually.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Principal(s)	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Nurse(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Teachers and Faculty	Participate in drills, exercises, and trainings.
Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings.

School Safety and Security Committee	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the board of trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry maintained by the TxSSC.
	Provide information required to complete the safety and security audit, audit report, or others reports submitted to the TxSSC.
	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b).
	Ensure a Safety and Security Audit Report is submitted to the board of trustees.
	Review reports submitted to the TxSSC to ensure accuracy, completion, and criteria established regarding all district facilities.
	Consult with local law enforcement agencies for increased presence near campuses.
	Ensure bleeding control stations are present and easily accessible.
	Meet as required by Texas Education Code 37.109(c).
	Attend Psychological First Aid Training.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Transportation Department	Participate in drills, exercises, and trainings
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in drills, exercises, and trainings.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Participate in drills, exercises, and trainings.
Finance Department	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.

Response Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Ensure adequate resources are available.
	Ensure prompt recovery for the safety and security of students, staff, and visitors.
	Establish a line of succession for making district decisions during an emergency incident.
	Assign a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the whole community response to an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's emergency management.
	Advise the board of trustees on emergency incidents and provide reports as needed.
Principal(s)	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assist with the reunification of students with parents or guardians.
Nurse(s)	Administer first aid or emergency treatment, as needed.
	Supervise those trained to provide first aid to others.
Teachers and Faculty	Remain with students until directed otherwise.
	Take attendance of their class when relocating to a safe location.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the district during an emergency incident.
Policy Committee	Keep elected officials and other executives informed of situations and decisions.
Transportation Department	Develop plans to recall bus drivers.
	Develop plans to adjust bus routes.
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
Food Service Department	Develop plans for inventorying existing food and supplies.

Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Finance Department	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.

Reunification Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Ensure district-wide reunification policies are in place and compliant.
	Authorize and oversee implementation of the reunification plan during an emergency.
	Communicate with the school board, local officials, and media as appropriate.
	Ensure adequate resources (staff, tools, and equipment) are available for reunification.
Principal(s)	Activate the campus reunification plan and designate reunification site(s).
	Account for all students and staff before releasing students.
	Maintain communication with the superintendent and district office regarding progress and issues.
	Participate in after-action reviews.
	Verify parent or guardian identity and authorization prior to releasing students.
	Coordinate with law enforcement, emergency responders, and district staff on safe student release.
Counselor(s)	Provide emotional support and guidance to students, staff, and parents or guardian during reunification.
	Assist in managing student anxiety, trauma, or confusion during the release process.
	Coordinate with outside mental health resources if needed.
Nurse(s)	Monitor and address student health needs during reunification.
	Provide first aid or medical assistance if necessary.
	Maintain records of any medical interventions and communicate critical information to parents or guardians.

Teachers and Faculty	Supervise and account for students in their care until reunification begins.
	Assist with orderly movement of students to reunification areas.
	Provide emotional support and reassurance to students during reunification.
Public Information Officer (PIO)	Communicate accurate, timely, and consistent information to parents or guardian, media, and the whole community.
	Provide updates on reunification procedures, status, and locations.
	Serve as the official spokesperson for the district during emergencies.
	Participate in after-action reviews.
Policy Committee	Develop, review, and update reunification procedures as part of the district's Emergency Operations Plan.
	Ensure alignment with state law, best practices, and training requirements.
	Evaluate effectiveness of reunification exercises and recommend improvements.
	Provide guidance to campus administrators during emergencies as needed.
	Inform elected officials and other executives of situations and decisions.
Transportation Department	Manage buses or vehicles for safe student evacuation or transport to reunification sites.
	Coordinate with principals and law enforcement to ensure students are safely moved.
	Maintain accurate records of students transported off-campus or between sites.
Maintenance Department	Ensure safety and accessibility of reunification site(s).
	Set up barriers, signage, and secure perimeters as needed.
	Assist law enforcement with crowd control and facility support.
Food Service Department	Provide water, snacks, or emergency meals to students and staff at reunification sites if needed.
	Ensure hygienic and safe distribution in coordination with safety staff.
Legal Department	Advise on compliance with Texas Education Code, Family Educational Rights and Privacy Act (FERPA), and other relevant laws.
	Review policies and procedures to minimize liability during the reunification process.
	Support documentation of student release and emergency actions.
Finance Department	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents.
	Track timekeeping for emergency responders or contracted services.

	Prepare and submit documentation for reimbursement.
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Recovery Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Advise the board of trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
	Take steps to ensure prompt recovery operations for the overall safety of students, faculty, staff, and substitutes at the district level.
Principal(s)	Take steps to ensure prompt recovery operations for the safety of students, faculty, staff, and substitutes at each campus.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurse(s)	Organize first aid and medical supplies.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Teachers and Faculty	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Policy Committee	Inform elected officials and other executives of situations and decisions.
Transportation Department	Ensure condition of transportation buildings, buses, and drivers.
	Adjust bus routes.
Maintenance Department	Develop plans for surveys and reports on the condition of buildings.
	Participate in after-action reviews.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in after-action reviews.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
	Participate in after-action reviews.

Finance Department	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.

SECTION 7.0: Direction and Control

7.1 General Information

Direction refers to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

Control refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being carried out as planned and within established parameters. This includes overseeing the performance of all involved parties, assessing progress, and adjusting tactics or resources as necessary to meet objectives.

The [Superintendent](#) will provide guidance for the direction and control of an emergency incident. The district should implement the **Incident Command System (ICS)** to manage the emergency incident:

1. The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC) until relieved by the appropriate responding agency.
2. The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.
3. The ICS structure is the district organization that will be used involving all emergency incidents on district property.
4. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to district officials and responding agencies.
5. When an emergency incident expands beyond the district's response capabilities, multiple agencies may respond bringing with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.
6. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

If an emergency incident impacts the whole community, the local office of emergency management may activate their **Emergency Operations Centers (EOCs)** to manage the response efforts. Upon request, a district representative with decision-making authority may support the EOC to support and coordinate district activities.

7.2 (M) Chain of Command

In accordance with Texas Education Code 37.108(f)(1), the district has established the following line of succession for making district decisions during an emergency incident.

1. Primary – [Superintendent](#)
2. Secondary – [Assistant Superintendent of Operations & Facilities](#)
3. Tertiary – [Assistant Superintendent of Teaching & Learning](#)

7.3 (M) Agency Coordination

In accordance with Texas Education Code 37.108(a)(5), [Huntsville ISD](#) has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

Response Agencies		
Agency	Agency Point of Contact	Phone Number
Texas Department of State Health Services (DSHS)	Dr. Manda Hall	512-776-7111
Texas Department of State Health Services (DSHS) DSHS Public Health Region #6/5 South in Agency Coordination 2507 Lake Road, Suite F Huntsville, TX 77340 For additional information visit https://www.dshs.texas.gov/contact-us	Kimberly Gesford, RN BSN CLC, CPST	936-294-2171 (w) 936-333-2248 (c)
Huntsville Police Department	Sgt. Legerski	936-577-5596
Huntsville Fire Department	Chief Greg Mathis	936-291-5944
Walker County Office of Emergency Management	Adam Winningham	936-662-0564
Walker County Sheriff's Office	Butch Davis	936-435-8035

(M) SECTION 8.0: Public Information Officer

In accordance with Texas Government Code 411.3735 and 418.331–418.335, the district shall employ or appoint a Public Information Officer (PIO) responsible for communicating with the public, media, and stakeholders during emergencies and disasters. The district Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

8.1 Goal of the Public Information Officer (PIO)

The goal of the Public Information Officer is to ensure the timely, accurate, and coordinated release of information to students, parents, staff, media, and community stakeholders during emergencies and routine school operations. The PIO works to build and maintain trust by providing clear, consistent messaging that promotes student and staff safety, and public safety that supports the district's operational objectives, and reduces misinformation.

8.2 PIO Responsibilities During Normal Operations

During normal operations, the district's PIO responsibility is promoting the school and educating the public about the educational accomplishments and the variety of services and programs the district provides. Under the general direction of the Superintendent, the PIO:

- Develops and implements strategic communications regarding all aspects of the district's public information plan.
- Advises and manages effective media, community, and public relations.
- Maintains editorial and graphics standards.
- Facilitates public information and community relations activities, events, and projects, inclusive of internal and external communications.
- Developing strategies and procedures for working effectively with the media.

8.3 PIO Responsibilities During an Emergency

During an emergency, the district PIO is responsible for communicating with the public and with the media. The PIO ensures the community understands what is happening during an emergency incident and disaster. The media also needs accurate and timely information to mitigate public anxiety and mistrust. Other critical duties of the PIO during an emergency are as follows:

- Hosting press conferences to announce significant news or address crises.
- Preparing press releases, speeches, articles, social media posts, and other materials for public consumption.
- Maintaining good working relationships with media organizations.

- Collaborating with district administration to ensure a cohesive public image.
- Speaking directly to the public or media to address questions and represent the organization.

8.4 PIO Training Requirements

The district requires its PIO to have attended the following minimum trainings as listed in the Communications Annex:

- The designated PIO must obtain certification in emergency communications from the Texas Division of Emergency Management (TDEM) within one year of hire or appointment.
- After initial certification, the PIO shall complete TDEM-approved continuing education in emergency communications at least once every 12 months.
- Required training must include, at a minimum:
 - National Incident Management System (NIMS)
 - Incident Command System (ICS)
 - Core emergency communication and public information skills (e.g., media relations, coordinated messaging, rumor control)
- The district shall maintain records verifying the PIO's certification and continuing education, submit such records to TDEM, and make them available for inspection upon request.
- PIOs appointed prior to the effective date of this law must obtain the required certification no later than September 1, 2026.

SECTION 9.0: Administration and Support

9.1 Purchasing

The district follows established purchasing policies to include, but not limited to:

- Overseeing all financial activities during an emergency incident, including purchasing resources.
- Arranging contracts for services.
- Tracking all hazard related expenses.
- Timekeeping for personnel.
- Verifying compliance with applicable laws and policies for financial coding.
- Submitting forms for reimbursement.
- Preserving all emergency incident-related documentation.

The district 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. The purchasing process is outlined in a separate district document titled, "[Huntsville ISD Purchasing Process](#)"

9.2 Reporting

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident

<https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

Federal Emergency Management Agency Incident Command System (ICS) Form Table

Form Number	Type	Description
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages are easily tracked and recorded during emergency incident response effort.
ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

9.3 Recordkeeping

The [Superintendent](#) should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

- A. The following records may be kept during an emergency incident and retained in the manner described in the district's record management policy such as:
 - 1. Records related to purchases.
 - 2. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
 - 3. Long-term resources or requests for additional resources through formal agreements or contracts.
- B. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.
- C. Essential records are necessary for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

SECTION 10.0: Development and Maintenance Process

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-action reviews (AARs) [will](#) be conducted by the district following every drill, exercise, planned event, and emergency incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or emergency incident; and becomes a catalyst for updating the current EOP. An improvement plan (IP) should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.
- The current EOP will be reviewed annually by the Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review has been completed by the [Superintendent](#). This review process also includes AAR feedback captured from the previous annual review.
- Once the annual review has been completed, minor edits (grammar or spelling changes) require no notification to stakeholders. Significant changes (changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- At the end of the review and comment period all significant changes will be recorded in the **Record of Changes and Annual Review Table**. The Record of Changes and Annual Review Table verifies the EOP has been reviewed annually. The terms “Review,” “Revise,” or “Update” may be used when annotating the summary of significant changes. The word “annual” may be used if no significant changes were made to the current EOP annual reviews.
- The annually updated EOP will be forwarded to the [Superintendent](#) for the [Superintendent's](#) pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.
- The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an emergency incident by internal and external stakeholders responsible for assisting the district during all phases of emergency management.

SECTION 11.0: Explanation of Terms

11.1 Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management
Agency IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
NIMS	National Incident Management System
PIO	Public Information Officer
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

11.2 Definitions

Access and Functional Needs: Temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Agreements: Consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and whole community organizations to ensure resources are available during an emergency incident.

Ballistic Tool: A protective or entry-support device designed to withstand or counter ballistic threats, such as shields or specialized equipment used by law enforcement to provide cover or penetrate barriers under firearm-related conditions.

Breaching Tool: A device or piece of equipment designed to forcibly gain entry into a locked, blocked, or secured area (e.g., doors, windows, or gates) during an emergency response. Examples include rams, halligan bars, or cutting tools.

Chain of Command: The line of authority and responsibility.

Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Coordinating Agencies: The collaboration between different agencies to address emergency incident concerns or challenges.

District: Refers to an independent school district and an open-enrollment charter school.

District Personnel: Includes faculty, staff, and substitute personnel authorized to carry out official duties in support of campus and district operations.

Donations Management: The coordination processes used to support the state in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support emergency incidents.

Safety and Security Committee: A collaborative team of individuals that is responsible for developing, reviewing, and updating the district's Multi-hazard Emergency Operations Plan (EOP).

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Human-Caused Hazard: An adversarial hazard (active shooter, vehicle ramming, etc.).

Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where emergency incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

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

Improvement Plan: Dynamic documents, with corrective actions continually monitored and implemented as part of improving preparedness.

Junior College: A higher education institution that is also referred to as a "public junior college" in Texas Education Code.

Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

Memoranda of Understanding: An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one district, agency, or organization to another and defines the responsibilities of the parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.

Mutual Aid Agreement: A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of comparable value, if required.

National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Natural Hazard: A hazard caused by an act of nature (tornado, earthquake, etc.).

Parent: Refers to any parent, guardian, authorized adult, or other individual standing in a parental role who is authorized to take custody of a student during reunification.

Portable Buildings: Temporary or relocatable structure located on school property and used for instructional, administrative, or support purposes, subject to the same safety, accountability, and emergency procedures as permanent facilities.

President: The highest-ranking executive officer of a junior college.

Public Information Officer: A responsible role in the Incident Command Structure (ICS) that coordinates messaging with the public, law enforcement, emergency management, and other response agencies to ensure consistent communication during emergency incidents.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Superintendent: The educational leader and the chief executive officer of the school district

Technological Hazard: A hazard caused by an accident or the failures of systems or structures (major utility loss, train derailment, etc.).

Texas Division of Emergency Management: Coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters. They implement plans and programs to help prevent or lessen the impact of emergencies and disasters.

Unified Command: Similar to the Incident Command; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

Whole Community: Also known as whole community approach, to include students, staff, families, first responders, community partners, volunteers, and local agencies in planning, preparing for, responding to, reunify, and recovering from emergency incidents and disasters together.

SECTION 12.0: Attachments

(M) Attachment 1: District Hazard Analysis

Huntsville ISD has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The District Hazard Analysis Tool provides a numerical score for district identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact to Property
- Impact or Duration to District Continuity of Operations

Huntsville ISD Hazard Analysis Tool (TxSSC, 2002)					
This hazard analysis tool was crafted by the Texas School Safety Center to be readily accessible to the average staff member within the school communities we serve. Our goal is accessibility for these school communities. Hazard analysis is ultimately a subjective process and can inform important decisions beyond emergency planning. This tool will give you a starting point with which to have further conversations about financial and emergency planning for the hazards that most impact your community. The original copy of this tool can be found on the TxSSC website (txssc.txstate.edu) in the Basic Plan Toolkit under the Tools tab. We've assigned a range of values from 0-10 for each column. <i>Districts may change the values to suit their local needs.</i>					
Hazard	Probability (0-9)	Severity of Impact - Life Safety (0-10)	Severity of Impact - Property (0-3)	Severity of Impact - District Operations (0-6)	TOTAL SCORE
Active Shooter (Attacker)	1	10	1	5	17
Chemical Plant Release	0	0	0	0	0
Communicable Disease	9	5	0	2	16
Cyber Attack/Ransomwar e	5	0	0	6	11
Earthquake	0	0	0	0	0
Flooding	9	3	31	3	46
Highway Accident/HAZMAT	1	9	3	1	14
Hurricane/Tropical Storm	9	9	1	5	24
Major Utility Loss	9	0	2	6	17
Pipeline Release	2	10	2	1	15
Severe Thunderstorm	9	2	2	2	15
Tornado	7	7	3	2	19
Train Derailment	1	10	0	0	11
Wildfire	7	2	3	1	13
Winter Storm	9	2	3	4	18
Prisoner Break	3	4	0	1	8

Attachment 2: Formal Agreements

A. Resources and Services Needed by the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to needed resources, goods, services, and personnel during an emergency incident impacting the district.

District Resource and Service Table		
Agency	Type of Agreement	Resource(s)
Walker County	Memorandum of Understanding	Reunification Site
Walker County Fair Association	Memorandum of Understanding	Reunification Site
Huntsville Police Department	Security, Safety and Law Enforcement	Police Resource Officers
City of Huntsville	Memorandum of Understanding	Fuel

B. Resources and Services Needed by Agencies

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-government organizations (NGOs), private sectors, etc.) to ensure they have access to needed district resources, goods, services, and personnel during an emergency incident impacting the whole community.

Agencies and Whole Community Table		
Agency	Type of Agreement	Resource(s)
City of Huntsville	Memorandum of Understanding	Use of Fuel during a city incident
Walker County	Memorandum of Understanding	Buses for Evacuation

(M) Attachment 3: School Safety and Security Committee

Although additional agencies may be added, in accordance with Texas Education Code 37.109(a-1) and to the greatest extent practicable, the School Safety and Security Committee Members will include the following (see the compliant agency information in the School Safety and Security Committee Members Table):

School Safety and Security Committee Members Table		
Agency	Name	Position or Title
Walker County Office of Emergency Management	Adam Winningham	Director of the City of Huntsville's Office of Emergency Management
Huntsville Police Department	Sgt. Mike Legerski	Sergeant of the SRO Division of the City of Huntsville's Police Department
Walker County Sheriff's Office	Tim Whitecotton	Chief Deputy of the Walker County Sheriff's Office
President, HISD Board of Trustees	Ken Holland	President of HISD Board of Trustees
Member, HISD Board of Trustees	Rissie Owens	Member of HISD Board of Trustees
Superintendent, HISD	Travis Fanning	HISD Superintendent of Schools
Designee(s) of the Superintendent, HISD	Betsy Marlin	School Teacher at Scott Johnson Elementary, HISD
Parent/Guardian of Enrolled Student	Amanda Burris	Parent
Parent/Guardian of Enrolled Student	Stephanie Duer	Parent

In accordance with Texas Education Code 37.109(c), except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to the Texas Government Code, Chapter 551, has the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the board of trustees. The School Safety and Security Committee Meeting Schedule includes data concerning the previous year's meetings. The district's academic calendar:

Fall Semester (Term 1): [08/17/2026 – 12/18/2026](#)

Spring Semester (Term 2): [01/05/2027 – 05/27/2027](#)

Summer: [06/07/2027 – 08/6/2027](#)

Record of Safety and Security Committee Meetings	
Meeting Date (mm/dd/yyyy)	Meeting Time
09/06/2022	6:00 PM
11/07/2022	6:00 PM
02/20/2022	6:00 PM
06/05/2023	6:00 PM
09/19/2023	6:00 PM
11/28/2023	6:00 PM
03/26/2024	6:00 PM
06/04/2024	6:00 PM
11/26/2024	6:00 PM
03/25/2025	6:00 PM
06/03/2025	6:00 PM

(M) Attachment 4: Safety and Security Audits

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108(b) and (c). [Huntsville ISD](#), or a person included in the registry established by the Texas School Safety Center (TxSSC) under Texas Education Code 37.2091, who was engaged by the district to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the [Superintendent](#) and the board of trustees in compliance with Texas Education Code 37.108(c)(1).

Safety and Security Audits Table

Date Audit Conducted (mm/dd/yyyy)	Agency or Consultant Conducting the Audit	Name of Person Conducting the Audit	Date Audit Report Submitted to the Board of Trustees (mm/dd/yyyy)	Place an “X” if the same Agency or Consultant Conducted the Audit and developed the district’s EOP
05/01/2020	Huntsville ISD	Kevin Stanford	05/21/2020	X
08/15/2023	Huntsville ISD	Bill Roberts	09/21/2023	X

(M) Attachment 5: Distribution of Emergency Maps and First Responders Walkthroughs

Huntsville ISD has developed and documented accurate emergency response maps for each campus and school building. These maps reflect current site and floor plans, access control points, and exterior door numbering standards.

In compliance with Texas Education Code 37.108(f)(10) and 37.117(a)(1), updated copies have been provided to the Texas Department of Public Safety (TxDPS), as well as to all appropriate local law enforcement agencies and emergency first responders (Police, Fire, and EMS).

The district will provide accurate maps to each emergency services district (ESDs) located in whole or in part within the school district (or geographic area served by the open-enrollment charter school) in accordance with Texas Education Code 37.108(f)(10) and 37.117(b).

Maps submitted through the [Texas DPS Emergency Response Map Submission Page](#).

Emergency Response Map Certification		
Date Provided Map (mm/dd/yyyy)	Agency Receiving Map	Agency Staff Name Receiving Map
10/11/2023	Walker County Office of Emergency Management	Adam Winningham
09/19/2023	TX Department of Public Safety	Cpl. Bill Corley
09/19/2023	Walker County Sheriff's Office	Tim Whitecotton
10/05/2023	Huntsville Fire Department	Greg Mathis
10/11/2023	Huntsville Police Department	Sgt. Mike Legerski
09/2024	Walker County Office of Emergency Management	Adam Winningham
09/2024	TX Department of Public Safety	Cpl. Bill Corley
09/2024	Walker County Sheriff's Office	Tim Whitecotton
09/2024	Huntsville Police Department	Sgt. Mike Legerski
09/2024	Huntsville Fire Department	Chief Greg Mathis
2026		
2026		
2026		
2026		
2026		

Huntsville ISD has provided an opportunity to conduct a walkthrough of each district campus and school building to the Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) using the district provided map, in compliance with Texas Education Code 37.108(f)(10) and 37.117(a)(2).

A walkthrough by the Texas Department of Public Safety was requested through [Texas DPS Contact a Trooper](#).

Walkthrough Certification Statement

Date Walkthrough Offered (mm/dd/yyyy)	Agency Contacted	Agency Staff Name Contacted
09/19/2023	Texas Department of Public Safety	Cpl. Bill Corley
09/19/2023	Huntsville Police Department	Sgt. Mike Legerski
09/19/2023	Huntsville Fire Department	Chief Greg Mathis
09/19/2023	Walker County EMS	Adam Winningham
09/2024	Texas Department of Public Safety	Cpl. Bill Corley
09/2024	Huntsville Police Department	Sgt. Mike Legerski
09/2024	Huntsville Fire Department	Chief Greg Mathis
09/2024	Walker County EMS	Adam Winningham
08/04/2025	Walker County EMS	Adam Winningham
08/06/2025	Huntsville Fire Department	Chief Greg Mathis
08/08/2025	Walker County EMS	Adam Winningham

SECTION 13.0: Annexes

The district has established the following table as annexes for the district EOP.

Annex Table			
Name	Description	Date of Change (mm/dd/yyyy)	Page
Active Threat for Schools	This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.	05/29/2025	42
Communicable Disease	This annex establishes the policies and procedures under which the district will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.	08/10/2022	81
Continuity of Operations Plan (COOP)	This annex describes how a district will ensure the continuation of essential functions during an emergency and its aftermath.	04/04/2024	102
Cybersecurity	This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the district.	08/08/2024	153
Emergency Communications	This annex establishes the district's policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.	04/04/2024	179
Evacuation and Shelter-in-Place	This annex establishes the policies and procedures under which the district will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the school district.	08/10/2022	194

Facilities Access Management	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.	11/15/2024	219
Hazardous Materials	This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.	11/15/2024	234
Psychological Resilience	This annex establishes the policies and procedures under which the district will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response and recovery phases of emergency management.	06/11/2025	255
Reunification for Schools	This annex establishes the policies and procedures under which the district will conduct reunification operations for the rejoining of students with their respective parents or guardians after an incident.	06/17/2026	276
Severe Weather	This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.	09/21/2023	309
Utilities	This annex establishes the policies and procedures under which the district will respond to potential or actual disruptions in utility services at district facilities by addressing planning and operational actions for the five phases of emergency management.	08/08/2022	333