

ANNEX G LAW ENFORCEMENT

Brackett ISD

APPROVAL AND IMPLEMENTATION

Annex G LAW ENFORCEMENT

Signature

Date

Signature

Date

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

ANNEX G

LAW ENFORCEMENT/SECURITY

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to provide policies and guidance as well as direction and control for school district personnel for emergencies at any Brackett ISD facility that will require a response from local law enforcement.

In the event of a disaster Brackett ISD must be prepared to provide security for the school building and its grounds and prepare to take care of the students until such time as parents or their designated representative can safely pick up the students.

III. EXPLANATION OF TERMS

A. Acronyms

EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
PIO	Public Information Officer
SOPs	Standard Operating Procedures

B. Definitions

1. Anti-terrorism Activities

Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. Consequence Management

Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.

3. Hazmat

Hazardous materials.

4. Terrorist Incident

A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Brackett ISD is susceptible to both internal and external incidents that may require law enforcement assistance. While the nature of the emergencies may vary, it is important to quickly notify not only the appropriate law enforcement agency, but also the affected [district/school] staff and maintain control of a situation until assistance arrives.
2. The Kinney County Sheriff's Department is the agency responsible for law enforcement within the boundaries of Brackett ISD.

B. Assumptions

1. The initial response to an emergency involving law enforcement assistance will come from various district personnel. It is important that the school staff initially involved in the emergency stay calm and take whatever action is necessary to protect students and staff and oversee the initial response to any type of internal or external safety/security situation
2. While emergencies may be either internal or external or large or small in scope, they all require a coordinated and sequential response. Incidents such as a bomb threat or domestic violence situation require a special response. Procedures for these types of incidents as well as other law enforcement incidents (such as theft, assault or weapons possession) follow.
3. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
4. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.

V. CONCEPT OF OPERATIONS

In the event of an emergency in Brackett ISD, the basic concept of operations will entail the immediate assessment of the nature of the emergency by the superintendent. The prompt notification of the Kinney County Sheriff's Department will occur via 911.

Depending on the nature and location of the emergency, district staff will provide the immediate response to the situation. Regardless of the nature of the emergency, any immediate response must utilize sound judgment and not endanger the individual taking the initial action. The protection of students, staff, responders and visitors is of the utmost importance.

Following the conclusion of any emergency, the appropriate reports/forms should be completed as soon as practical and contain a detailed report on the nature of the emergency and the district's response.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Task Assignments

1. Superintendent will:
 - a. Serve as initial Incident Commander during district – wide emergency
 - b. Ensure notification of appropriate agency has occurred
 - c. Oversee interface with the media.
 - d. Provide assistance as requested by the school(s)
 - e. As deemed appropriate, file report with school board
 - f. Provide qualified individuals to staff the Incident Command Post when activated.
 - g. Support other emergency functions as necessary.
2. Principal will:
 - a. Serve as initial Incident Commander during campus emergency
 - b. Ensure notification of local law enforcement and district office
 - c. Provide teachers or other personnel with assistance as requested
 - d. Activate emergency response teams depending on the nature of the emergency
 - e. Transfer Incident Command Post to local law enforcement upon arrival on the scene
 - f. Assist local law enforcement as requested upon their arrival on the scene
 - g. Provide periodic updates to the district office
3. Teachers and support staff will:
 - a. Provide initial response to the incident while keeping students safe and calm
 - b. Provide the office with initial assessment of the incident

- c. Request any additional assistance in dealing with the event
 - d. Provide assistance as requested to local law enforcement
 - e. Ensure student accountability
 - f. Perform specified duties for emergency response teams if tasked
4. The Incident Commander will:
- a. Establish an ICP and control and direct emergency response resources at the incident scene until local law enforcement arrives and takes control.
 - b. Provide an initial incident assessment and requests additional resources if needed
 - c. Determine and implement initial protective actions for school students and staff in the vicinity of the incident site.

VII. DIRECTION & CONTROL

A. General

- 1. Routine law enforcement operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day operations.
- 2. For most emergency situations, an Incident Commander will establish an Incident Command Post at the scene and direct and control emergency operations at the incident site from that command post. Once law enforcement arrives on the scene, the command of the ICP will be transferred to the senior law enforcement officer present. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed.
- 3. External response agencies are expected to conform to the general guidance provided by the senior decision-makers and carry out mission assignments directed by the Incident Commander. However, organized response units will normally work under the immediate control of their own supervisors.

B. Continuity of Government

The line of succession for the School Based Law Enforcement is:

- 1. Superintendent
- 2. Campus Principal
- 3. Teacher/Support Staff

VIII. READINESS LEVELS

A. Green-Low

See the mitigation and preparedness activities of this annex.

B. Blue-Normal

1. Review and update plans and SOPs.
2. Maintain list of law enforcement resources.
3. Develop and update a list of key facilities that may require security during emergency situations.
4. Maintain and periodically test equipment.
5. Conduct appropriate training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.
7. Develop tentative task assignments and identify potential resource shortfalls.

C. Yellow-Significant

1. Check readiness of law enforcement equipment, supplies and facilities.
2. Correct equipment and facility deficiencies.
3. Correct shortages of essential supplies.
4. Update incident notification and staff recall rosters.
5. Notify key personnel of possible emergency operations.
6. Update information on key facilities and related security requirements.
7. If evacuation of correctional facilities may be required, review procedures for relocating prisoners and determine availability of required specialized equipment.

D. Orange-High

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Alert reserve/auxiliary personnel.
4. Identify personnel to staff the EOC and ICP if those facilities are activated.
5. Alert external resources covered by inter-local agreements.

E. Red-Severe

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
4. Dispatch law enforcement representative(s) to the EOC when activated.
5. Provide increased security at key facilities if needed.

IX. ADMINISTRATION & SUPPORT

A. Reporting

In addition to reports that may be required by the district, school-based and local law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the Emergency Operations Center. The Incident Commander will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected districts/schools, and state agencies during major emergency operations.

Records

1. Activity Logs

The Incident Commander shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.

Documentation of Costs

Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

B. Post Incident Review

For large-scale emergency operations, the District shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

C. Communications

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications.

D. Resources

A listing of law enforcement resources is provided in Annex M, Resource Management.

E. Key Facilities

A listing of key facilities that may require security during emergency situations is provided in Appendix 1 to this annex.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The School Based Law Enforcement team and Kinney County Sheriff’s department is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

- 1. Annex A (Warning)
- 2. Annex E (Evacuation)
- 3. Annex G (Law Enforcement)
- 4. Annex V (Terrorist Incident Response)
- 5. XII. APPENDICES

Appendix 1 Key Facilities

APPENDIX 1 KEY FACILITIES

FACILITY NAME	ADDRESS	POINT OF CONTACT
<i>Administration Office</i>		
<i>Schools</i>		
<i>Special Events Centers</i>		
<i>Communications</i>		
<i>Major Food Suppliers</i>		
<i>Fuel Distributors</i>		
<i>Other</i>		

**APPENDIX 3
CHECKLIST**

LAW ENFORCEMENT/SECURITY TEAM CHECKLIST

A. Law Enforcement/Security Team Members:

Team Leader(s) _____

Team Members _____

B. Assure evacuation assembly areas are safe

C. If needed, prepare sanitation areas

D. Prepare to receive neighbors and other volunteers

E. Secure school and grounds

F. Prepare tool box

- ____1. Master keys
- ____2. Two-way radios
- ____3. Barricades, ropes, tape
- ____4. Pre-written placards and signs
- ____5. Site diagrams
- ____6. Volunteer job descriptions
- ____7. Toilet facilities - poles, black polyethylene sheeting, portable jons, spare bags, 5 gal. urinal buckets, toilet paper and holders, disposable hand wipes