



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

School Safety and Security Committee

Table of Contents

1. [Safety/Mental Health Committee Meeting Agenda, September 1, 2022](#)
2. [Superintendent Safety and Security Community Members](#)
3. [Texas School Safety Center](#)
 - Intruder Detection Audit PPT
4. [Summer 2022 Required Action Steps to Improve School Safety Memo](#)
5. [Summer Safety Audit Webinar](#)
6. [Summer Targeted Partial Safety Audit](#)
7. [Exterior Door Safety Audit Tracker](#)
8. [Drill Guidance](#)
 - Mandatory School Drills
 - Mandatory School Drills FAQ
 - Fire Exit Drill Form
9. [Active Threat Procedures PPT](#)



Brownsville Independent School District

Board of Trustees

Safety/Mental Health Committee Meeting

September 1, 2022

5:30 PM

BISD Administration Building Boardroom

1900 East Price Road

Brownsville, Texas 78521

Members of Committee are:

Denise Garza, Chair

Eddie Garcia, Vice-Chair

Committees Goal:

Our goal is to continue to provide a culture of safety, security, and emergency preparedness that must be integrated into the overall school culture in a balanced, rational, and comprehensive way that is non-alarmist, but proactive and progressive in nature.

Note: Only trustee appointed to committees may participate in debate by the committee. Trustees not on a committee may participate on the committee to the extent the public is allowed to participate.

A G E N D A

- I. Meeting Called to Order.
- II. Pledge of Allegiance(s).
- III. Administration:
 - A. Presentation by Safe Global Services regarding Safety & Security Services.
 - B. Presentation of Texas School Safety Center (Intruder Detection Audit).
- IV. Public input regarding items reviewed and discussed.
- V. Next steps.
- VI. Adjourn.

Notice of this meeting was posted on Monday, August 29, 2022



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

I N D E P E N D E N T S C H O O L D I S T R I C T

SUPERINTENDENT SAFETY AND SECURITY COMMITTEE MEMBERS

	Member	Representative Name & Agency	e-Mail
1	Dr. Rene Gutierrez	BISD Superintendent of Schools	rene.gutierrez@bisd.us
2	Eddie Garcia	BISD School Board President	eddiegarcia@bisd.us
3	Denise Garza	Board Member	dgarza6@bisd.us
4	Chief Oscar Garcia Sgt. Cindy Paz, Alternate	BISD Police Department	ogarcia@bisd.us cpaz1@bisd.us
5	Odee Ann Leal EM Administrator, EMC Rene Tabarez, Jr. EM Partner	County Office of Emergency Management	Odee.leal@brownsvilletx.gov Rene.tabarez@brownsvilletx.gov
6	Chief Felix Saucedo Robert Martinez, Commander	City of Brownsville Police Department	felix.sauceda@cob.us
7	Alma Salazar, Master Teacher	Faulk MS Classroom Teacher	amsalazar@bisd.us
8	Mireya Perez	BISD Parent	Mntpere1028@yahoo.com
9	Patricia Valenzuela	BISD Parent	dicembre26@hotmail.com
10	Dr. Nellie Cantu	Deputy Supt., Business & Operations	drncantu@bisd.us
11	Corpus Zorola	Environmental/Health/Safety/Custodian Training Supervisor	czorola@bisd.us



Intruder Detection Audit

Program Implementation With Superintendents

August 16, 2022

Agenda

- Purpose
- Program Overview
- Concerns from the field
- Methodology of campus selection
- Programmatic: Inspector Procedures
- Programmatic: TxSSC- Findings & Corrective Actions
- Corrective Actions Reporting to TEA
- Q&A during webinar

Purpose

- Governor's Charge issued June 1, 2022
- Conduct in-person, unannounced, random intruder detection audits to assess access control
- Approach campuses, find weak points and determine how quickly they are stopped



GOVERNOR GREG ABBOTT

June 1, 2022

Kathy Martinez-Prather, Ph.D.
Director
Texas School Safety Center
Texas State University
415 North Guadalupe Street #164
San Marcos, Texas 78666-5719

Dear Dr. Martinez-Prather:

The work and trainings provided by the Texas School Safety Center (TxSSC) has reached thousands of schools and instructors and has benefited millions of Texas schoolchildren. The school law enforcement training and behavioral threat assessments are tools which are critical in striving to prevent tragedies in the future. However, the tragedy at Robb Elementary School last week requires us all to do more.

Though much has been done, there is a clear, convincing, and urgent need to continue and expand upon the work the TxSSC and school districts across the state are doing. The State must work beyond writing words on paper and ensuring that the laws are being followed; it must also ensure that a culture of constant vigilance is engrained in every campus and in every school district employee across the state. To begin that process I request you do the following:

Under state law, school districts are required to create School Safety and Security Committees. These groups are required to meet at least twice a year, and generally one meeting occurs during the summer. Please ensure that all ISD members, community stakeholders, and all district staff ensure the District Safety and Security Committee will meet this summer and that before the start of the 2022-2023 school year, each district will.

1. Ensure their [School Safety and Security Committee](#) meets to review their Emergency Operations Plan and address any campus safety needs. This includes reviewing their [Active Threat](#) plan.
2. Ensure the [School Behavioral Threat Assessment Team](#) is trained and has reviewed procedures for each campus.
3. Ensure that all staff and substitutes are trained on their specific district and campus safety procedures and that all [drills](#) are scheduled *before* the start of the next school year.
4. Conduct an assessment of their access control procedures, such as single access points, locked instruction room doors, visitor check-in procedures, exterior door locks, etc.
5. Complete these efforts by September 1, 2022, and certify this data to the TxSSC by September 9, 2022.

Program Overview

- TxSSC contracts with 20 ESCs to conduct specific # of audits from September-May
- ESCs hire Inspectors
- Inspectors are trained by TxSSC
- Inspectors conduct audits based on TxSSC system and schedule using TxSSC online reporting system
- TxSSC reviews reports and follows-up with districts on findings

Concerns from the Field

- Tone
- Safety of Inspectors
- Communication with Districts
- Public Information of Findings



Methodology of Campus Selection

Random sampling

All public and charter campuses

All Districts inspected by December 2022

75% of all campuses inspected by May 2023

Programmatic: Inspectors

Pre-work before audit

- Contacting by phone Superintendent (approx. *one phone call per month*) about monthly visit
- Notifying Supt. of not simulating an intrusion and not using aggressive or forceful tone/actions.
- Notifying Supt. that inspector will be in plain clothing and NOT carrying a weapon of any kind.

Programmatic: Inspectors

Superintendent Phone Call beforehand continued:

- Asking for Primary Law Enforcement (LE) Contact- Inspector will contact LE and direct him/her to notify other LE in the area
- Directing to notify any Marshals or Guardians
- Informing of checking for weekly door sweep documentation

Programmatic: Inspectors

Superintendent Phone Call beforehand continued:

- Informing of need for campus staff member to assist with checking exterior doors/classroom doors (keys)
- Asking if district has a policy or written administrative guidelines re: closed and locked classroom doors during instruction
- Informing of report provided to campus administrator with obligation to send to Superintendent.
- Sending e-mail confirming phone call details

Programmatic: Inspectors

Primary Law Enforcement Phone Call before campus visit:

- Informing of site visit at District that month
- Asking to notify other area LE of visit
- Sending e-mail confirming phone call details

Programmatic Inspectors

Conducting audit

1. Check up to 3 exterior doors to see if open
 - Not aggressive- no shaking of door handles or knocking on doors
 - Show notice if approached
 - If able to enter building, head immediately to front office
2. Check-in at front office, ask for staff to assist with exterior door checks.

Programmatic: Inspectors

Conducting audit continued

3. Ask for document of weekly door sweeps
4. Check classroom doors (if applicable)
5. Leave Report with Campus Administrator
6. Submit to TxSSC the same day

Programmatic: TxSSC

Report findings to Superintendent within 5 business days

Report will include detailed information about site visit

Report will include Corrective Action Plans and deadlines

Provide notice of two-week pending deadline

Provide notice to district of compliance after review of corrective actions (or)

Provide notice of non-compliance to TEA

Phase 1

PHASE 1 - INTRUDER DETECTION AUDIT	
Were you able to gain unsecured/unauthorized access to the campus?	☐ Yes ☐ No
If yes, from your arrival time, how long did it take you to gain unsecured/unauthorized access to the campus?	☐ Less than 1 minute ☐ 1 minute ☐ 2 minutes ☐ 3 minutes ☐ 4 minutes ☐ 5 minutes ☐ 6 minutes ☐ 7 minutes ☐ 8 minutes ☐ 9 minutes ☐ 10 minutes ☐ 11 minutes ☐ 12 minutes ☐ 13 minutes ☐ 14 minutes ☐ 15 minutes ☐ More than 15 minutes ☐ N/A (unable to gain access to the campus)
If you were able to gain access to the campus, what was your entrance point?	☐ Primary entrance ☐ Secondary entrance ☐ N/A (unable to gain access to the campus)

While you were inside the campus, did you encounter anyone who did not stop you?	☐ Yes ☐ No ☐ N/A (Unable to gain access to the campus)		
Who were you stopped by?	<table border="1"> <tbody> <tr> <td> ☐ Campus Staff ☐ Law Enforcement ☐ Safety and Security Personnel ☐ Student </td> <td> ☐ Other ☐ No one stopped me ☐ N/A (unable to gain access to the campus) </td> </tr> </tbody> </table>	☐ Campus Staff ☐ Law Enforcement ☐ Safety and Security Personnel ☐ Student	☐ Other ☐ No one stopped me ☐ N/A (unable to gain access to the campus)
☐ Campus Staff ☐ Law Enforcement ☐ Safety and Security Personnel ☐ Student	☐ Other ☐ No one stopped me ☐ N/A (unable to gain access to the campus)		
Upon entering the front office, were you required to do any of the following? (Check all that apply)	☐ Required to sign in ☐ Required to present identification ☐ Personal identification was checked against an electronic database ☐ Provided with a visitor's badge ☐ None of the above		

Phase 2

PHASE 2 – EXTERIOR DOOR AUDIT			
Were all exterior secondary doors closed and properly locked?	☐ Yes ☐ No		
What was the total number of doors that were propped open? <i>(0 if issue not detected)</i>	Use this space to tally doors.	# Of Total Propped:	
What was the total number of doors that were unlocked? <i>(0 if issue not detected)</i>	Use this space to tally doors.	# Of Total Unlocked:	
What was the total number of doors that were broken? <i>(0 if issue not detected)</i>	Use this space to tally doors.	# Of Total Broken:	
What was the total number of doors that were improperly secured? <i>(0 if issue not detected)</i>	Use this space to tally doors.	# Of Total Improperly Secured:	
Were any items observed near exterior doors that could be used to prop a door open? <i>(e.g., rocks, doorstops, bricks, etc.)</i>	☐ Yes ☐ No		
Was documentation of weekly exterior door sweeps observed?	☐ Yes ☐ No		

Phase 3

Phase 3 - CLASSROOM DOOR AUDIT	
Does the district have a policy or written administrative guidelines to lock classroom doors during instruction?	☐ Yes ☐ No
In a random sample of classroom doors, were <u>ALL</u> doors closed?	☐ Yes ☐ No ☐ N/A (the district does not have a policy)
In a random sample of classroom doors, were <u>ALL</u> doors locked?	☐ Yes ☐ No ☐ N/A (the district does not have a policy)
ONSITE NOTICE OF INTRUDER DETECTION AUDIT FORM	
Notice of Intruder Detection Audit Form was provided to (Contact Name & Title):	

Findings

- Unsecured access gained into school
- Unsecured exterior door(s)
- Documentation of weekly exterior door sweeps not observed
- Unlocked classroom door(s) ONLY if district has a policy or written administrative guidelines
- NO Findings

Notice of Intruder Detection Audit

General Findings:

_____ No Findings documented by Inspector at this time

_____ Unsecured access gained into school

_____ Unsecured exterior door(s)

_____ Unlocked classroom door(s) ONLY If district has a policy

_____ Documentation of weekly exterior door sweeps was not observed

A full report with all required correction actions and/or follow-up action steps will be sent to the District Superintendent no later than 5 business days of the Audit.

Required Signatures (Print & Sign):

Intruder Detection Inspector: _____

At the conclusion of the Intruder Detection Audit, the Inspector is required to leave the original copy of this Notice with the Campus Contact at the time of the Audit to provide documentation of the Audit and provide immediate notification of any findings.

Campus Contact: _____

The Campus Contact shall provide a copy of this Notice to the Inspector before the Inspector leaves the campus. By signing this document, the Campus Contact agrees to immediately forward this completed Notice of Intruder Detection Audit to the District Superintendent named above.

Corrective Actions

- All findings will include Notice of audit report to School Safety Committee and develop plan to train staff
- All findings will include training of staff
- If doors are broken or do not secure properly, a plan of action to address is necessary
- Door sweeps will include submitting documentation of weekly door sweeps in last 30 days
- All must be done within 45 business days
- All must show proof of agenda item and in minutes of School Safety Committee mtg. to include training date(s)

Corrective Actions

- If the TxSSC identifies any insufficiencies in your original submission, you will have the opportunity to provide a one-time re-submission of documents, but this re-submission must occur within the 45-day timeframe.

TEA Procedures

If Corrective Action Plans are not submitted to TxSSC within 45 days, notification will be sent to TEA.

- TEA will follow-up with Districts to comply within a specified time frame**

Closing of Campus Audit Report

- No findings
- Findings and corrective actions taken

Upon completion: Notice provided that the campus audit is closed and thanking for assistance

Questions:

txssc_ida@txstate.edu



Thank You!

Program Contact:

Tom Kelley, Program Manager for Intruder Detection Audit Program

txssc_ida@txstate.edu



Summer, 2022

Required Action Steps to Improve School Safety

On June 1 and 2, Governor Abbott charged TxSSC and TEA with a set of directives to support the safety and security of public schools. The following set of actions will collectively improve the level of safety at all Texas public schools. This guidance is related to actions LEAs must take prior to the start of the new school year that will make their campuses more secure. The results of the audits, meetings, and summer safety efforts will be reported to TxSSC in September. TAA Letter, June 30, 2022

1.

1. Conduct a Summer Targeted Partial Safety Audit **AND** Exterior Door Safety Audit before the start of 2022-2023 SY

Tools to Assist LEAs

- [Summer Targeted Partial Safety Audit Tool](#) - This tool is a limited scope version of the TxSSC School Safety and Security Audit tool, including about 50 questions to be considered for each LEA instructional facility. The tool also includes an optional companion guide to help guide reflections and considerations as LEAs audit the effectiveness of their approach to school safety.
- [Exterior Door Safety Audit Tracker](#) Tool - LEAs must inspect every exterior door of each of their instructional facilities. This tool has been designed to establish a short checklist for each door, to verify it is functioning as intended for minimum security, or determine if it is in need of maintenance. LEAs can begin taking steps immediately to remedy any issues found.
- To better understand these tools, TEA is hosting a Summer 2022 Safety Audits Webinar on Tuesday, July 12 at 12:00 noon. [Register for training webinar here.](#)

Reporting Results

- LEAs are required to respond to a survey issued by TxSSC to certify each of the above items have been completed by September 1, 2022. To ensure clarity of expectations, it is highly encouraged for LEAs to review [this document](#) to see each of the survey questions they will be asked. The survey will be open no later than September 1, 2022, and **responses will be due no later than September 9, 2022.** [TxSSC Letter to Superintendents](#)

Important Note

- The Summer Targeted Partial Safety Audit and Exterior Door Safety Audit, DO NOT replace the comprehensive safety and security audits required once every 3 years. Each LEA should continue to conduct a **full** safety audit locally as planned.

2. Convene the LEA's Safety and Security Committee

Meeting Action Steps

- - Ensure the committee meeting happens prior to the school year.
 - Record membership, date, and time of the meeting.
 - Review any campus safety needs.
 - The *Summer Targeted Partial Safety Audit* results and the *Exterior Door Safety Audit* shall be reviewed by each school's *Safety and Security Committee*, and can be reviewed in executive session. Audit Results are not subject to disclosure under Ch. 552, Government Code, pursuant to TEC, Sections 37.108, 37.2071, and other relevant statutory provisions. This disclosure exception continues to apply when this information is shared with TEA and TxSSC. Neither TEA nor TxSSC will publicly disclose any individual LEA information found in these data but will only provide aggregate state-level data summaries.
 - Review Emergency Operations Plan.
 - Review Active Threat Plan and include district actions for all five phases of emergency management (TEC 37.108) and address portable buildings (TEC 37.108 (3)).

Resources

- [School Safety and Security Committee Guidelines and FAQ](#)
- [EOP Basic Plan Toolkit](#)
- [Active Threat Toolkit](#)

- [Best Practices for Safety in Portable Buildings](#)

3. Ensure all campus staff (including substitutes) are trained on campus safety procedures

- Train all staff **and** substitutes on district and campus-specific safety procedures prior to the start of the next school year.
- Schedule drills before the start of the school year.

Resources

- [Training, Drilling and Exercising Toolkit](#)
- [Standard Response Protocol Toolkit](#)
- [Drill Guidance for School District Administrators](#)

4. Schedule all mandatory drills for the school year

Frequency

- - The number of mandatory school drills to be conducted each semester of the school year is not to exceed eight drills each semester and sixteen drills for the entire school year. LEAs may conduct more drills as deemed necessary and appropriate.
 - Districts should consult with their local fire marshal and comply with their local fire marshal's requirements and recommendations. For local authorities that have not adopted a fire code, schools must follow these requirements: [School Fire Exit Drill Information \(Texas.gov\)](#)

Minimum Drill Requirements

- - Secure Drill: 1 per school year
 - Lockdown Drill: 2 per school year (one per semester).
 - Evacuation Drill: 1 per school year
 - Shelter-in-Place for Hazmat Drill: 1 per school year
 - Shelter for Severe Weather Drill: 1 per school year
 - Fire Evacuation Drill:

- School districts and open-enrollment charter schools should consult with their local fire marshal
- Comply with their local fire marshal's requirements and recommendations.
- If a district does not have a local fire marshal, it shall conduct four per school year (two per semester)

TxSSC Resources

- [Forms, Definitions and Drill FAQ](#)
- [Training, Drilling, and Exercising Toolkit](#)
- [Standard Response Protocol Toolkit](#)
- [Drill Guidance for School District Administrators](#)

5. Ensure all SSSP threat assessment team members are trained

- Team members are part of the multi-disciplinary Safe and Supportive School Program Team. One of the duties of the SSSP Team is to conduct Threat Assessments.
- Ensure all team members are trained in Behavioral Threat Assessment. Each district should monitor its team membership regularly and quickly replace and train required expertise as needed. Districts should develop a system to ensure all stakeholders receive training on a **continual basis**. The use of tabletop exercises can be a helpful way for teams to evaluate their preparedness for a particular situation. To obtain training, please consult with one of the following:
 - [Educational Service Center - contact your regional ESC](#)
 - [Texas School Safety Center](#) (SIGMA)

- Resources
- [Educational Service Center - contact your regional ESC](#)
 - [Texas School Safety Center](#) (SIGMA)
 - [TEA Safe and Supportive Schools Program Team Website](#)
 - [TIVA Part A SSSP Program Website](#)
 - [School Behavioral Threat Assessment Training](#)
 - [Operationalizing School Behavioral Threat Assessment FAQ](#)
 - [Model Policies and Procedures to Establish and Train on Threat Assessment](#)
 - [Behavioral Threat Assessment and Management Toolkit](#)
 - [Behavioral Threat Assessment Online Course](#)

6. Review/update access control procedures

Steps

- Review visitor check-in procedures.
- Assess the access control procedures regarding single access points, locked instruction room doors, and exterior door locks. Consult audit tools listed in Section 1 above. Completion required by September 1, 2022.
- For the new school year 2022-2023, access control procedures **must** include exterior door sweeps (ensuring doors are closed and locked) at every instructional facility **at least once each week** while instruction is being conducted. TEA will be releasing a guidance document before the start of school.

Resources

- [Proposed - NEW Facilities Standards, coming soon](#)
- [School Facilities Standards for Construction on or after November 1, 2021](#) (TEA)
Please note that you will need to scroll to end of the document and review Section (k) that pertains to safety and security standards and addresses access control, exterior door numbering, and visitor management.
- [TEA Safe and Supportive Schools Program Team Website](#)

<https://sites.google.com/esc14.net/districtsafetyteams/home/required-school-safety-action-steps>



Summer Safety Audit Webinar

July 12, 2022



Agenda

- Exterior Door Summer Audit
- Summer Targeted Partial Safety Audit
- Key Dates/Certification/Data Protection

- Questions

Please use the Q&A feature for any questions

Exterior Door Summer Audit

Designed to:

- Assist school systems with identifying and tracking door components that are integral to school safety.
- Be used by those performing a campus site inspection to determine that for each door is currently functioning as intended and not in need of maintenance.
- Allow school systems to use the information to begin repairs on any non-operational components.



Exterior Door Summer Audit Tool



Exterior Door Safety Audit Tracker

[Link to Campus Exterior Door Safety Audit Tool](#)

TEA

Summer Targeted Partial Safety Audit

- Use of this tool is not a substitute for a full security audit as required under TEC, Sec. 37.108(b).
- School systems will use this tool during summer 2022 to reflect on current practices and allow the findings of this partial audit to inform campus safety and security priorities for the start of the new school year.
- At least once every three years, each school system shall conduct a safety and security audit of the system's facilities.

Summer Targeted Partial Safety Audit

The Texas Education Agency (TEA) coordinated with the Texas School Safety Center (TxSSC), representatives from the regional service centers (ESC), and district and charter school (school system) personnel to develop this tool.

The Summer Targeted Partial Safety Audit is designed to assist school systems with the following:

1. assessing current aspects of certain high yielding safety and security practices, and
2. identifying actions to make campuses more secure prior to the start of the new school year.

Summer Targeted Partial Safety Audit

Approaches

- **Option A:** School systems may wish to convene a team of central office personnel to complete the Summer Targeted Partial Safety Audit for each of their campuses.
- **Option B:** School systems choose a campus designee(s) to complete the Summer Targeted Partial Safety Audit for the designee's campus only.
- **All school systems should develop a system to review all campus data, debrief successes and outline next steps for any area(s) where a deficiency or opportunity for improvement was noted.**

Summer Targeted Partial Safety Audit Walkthrough



Summer Targeted Partial Safety Audit

[Link to the Summer Targeted Partial Safety Audit](#)

TEA

Key Dates

- The Exterior Door Summer Safety Audit and the Summer Targeted Partial Safety Audit
 - Must be completed by September 1, 2022
- Certification Survey
 - Open from September 1 – September 9, 2022
 - Applies to the Exterior Door Summer Safety Audit and the Summer Targeted Partial Safety Audit

Certification

Please note:

Districts and charter schools (school systems) will certify the information from the External Door Audit Tracker and the Targeted Partial Summer Safety Audit in September 2022 with the Texas School Safety Center (TxSSC) in the manner determined by TxSSC. Under TEC, Secs. 37.108 and 37.109, the results of this audit shall be reviewed at a subsequent School Safety and Security Committee meeting and **can be done in executive session**.

Data Protection

As a component of a school's safety and security audit, information collected under this tool (or similar tools used for the purposes of an exterior door safety audit) is not subject to disclosure under Ch. 552, Government Code, pursuant to TEC, Sections 37.108, 37.2071, and other relevant statutory provisions. This disclosure exemption continues to apply as this information is shared with TEA and TxSSC.

Questions



Additional TEA Questions: safeschools@tea.texas.gov

Additional TxSSC Questions: txssc@txstate.edu



Summer Targeted Partial Safety Audit

Directions:

Part 1: Please assess the following safety and security related activities and answer each question accordingly using the drop downs where provided. Answer options include YES, NO, N/A or N/AS. If an activity is not applicable to the campus/facility then a response of N/A is appropriate. Selecting N/AS (Not Assessed) should only be used in rare instances when legitimate physical limitations exist (e.g., facility construction in progress, exposure to dangerous or hazardous materials could occur) and prevent the designated LEA/campus staff from safely assessing the activity. If N/AS is selected for an answer, LEA should provide additional context in the 'LEA Identified Actions' field and include the timeline for assessing the activity prior to the start of the school year.

Part 2: Please review your answers to identify: 1) the actions your LEA needs to take 2) who will oversee the identified next steps and 3) the timeframe for completion. LEAs may also choose to update the 'Status' column (e.g. complete, in progress, etc.) to support monitoring progress towards completion of the identified actions.

Special Note: Each local education agency (LEA) should complete the Summer Safety and Security Review. The data should be used locally to inform priorities to ensure all campuses are more secure within each district. LEAs are responsible for locally maintaining the (2022) Summer Targeted Partial Safety Audit for all campuses/facilities, and certify completion upon request from the Texas School Safety Center by September 2022.

Activity		Answer	LEA Identified Actions	Team(s) Responsible	Completion Date	Status
Staff and Student Characteristics						
1	How many staff members are at this school/facility?		(not applicable)			
2	What is the total enrollment of students?					
School/Facilities						
3	Which of the following best describes the school/facility?					
Instructional Facility - Policies and Procedures						
Access Control: Exterior Doors						
4	A policy is in place to ensure exterior doors are closed and locked, such that visitors can only enter the facility through primary entrances.					
Access Control: Visitor Procedures						
5	Staff have been trained on visitor procedures including what forms of identification are allowable and under what situations visitors are allowed to enter the building.					
6	Visitors must present photo ID to obtain visitor badge.					

7	Visitors are required to wear visible, dated identification.					
8	Visitor badges list destination and/or person being visited.					
9	Guidelines have been established for admission by visitors.					
Keys and Identification						
10	Keys and entry cards are audited annually.					
11	All staff members are required to wear photo ID badges.					
Building Interior						
12	There is a policy requiring classroom instruction be conducted with doors locked.					
13	There is a policy addressing classroom instruction in portables or other separate buildings, be conducted with doors locked.					
Monitoring and Surveillance						
14	Remote and isolated hallways are monitored by security cameras.					
15	The facility has an electronic security system.					
16	If the building is used after school or on weekends, staff/security is present.					
17	A method is in place to communicate safety and security instructions to students and staff in a rapid and clear manner.					
School based Law Enforcement/Security						
18	School-based Law Enforcement officers are located on site.					
19	School security officers (non-law enforcement) are located on site.					
20	School security/law enforcement provides a visible and regular presence on campus during school hours.					
The following pertains to emergency drills:						
21	Drills are scheduled before the start of the school year.					
Reporting						

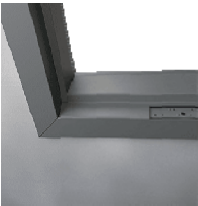
22	There is some type of anonymous reporting system whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers, iWatch, 3rd party purchased, or locally developed reporting system).				
23	There is a process in place to collect and review student data (i.e. discipline referrals, absenteeism/attendance records).				
Staff and Student Training					
24	Staff have been (or will be) trained to report threats and know how to respond to threats from students, threats found in school work, notes, journals, or overheard by other students prior to the start of the school year.				
25	Staff and substitutes have been (or will be) trained on district and campus-specific safety procedures prior to the start of the school year.				
Referral Resources					
26	The school/district has a student threat assessment program to identify and assist students exhibiting threatening behaviors.				
27	The school/district has a student threat assessment team that meets periodically and/or as needed to address specific student threat issues/behaviors.				
28	The school/district maintains a well-developed network of service providers to whom students can be referred.				
Instructional Facility - Observations					
Grounds and Building Exterior					
29	Double exterior doors have a sturdy center mullion.				
30	All exterior doors have non-removable hinge pins.				
31	All exterior doors are numbered from the outside.				
32	Exterior doors, if designated for entry, allow for keyed re-entry.				
33	Exterior doors locks are in good operating condition and the doors can close and latch properly without assistance.				
Portable Classrooms and Other Exterior Buildings (e.g., Agriculture, Athletics, Band Hall, CTE, Performing Arts, etc.)					

34	Portable classrooms and other exterior buildings have a camera or door viewer to assist in identifying who is at the door.						
35	Portable classrooms and other exterior buildings have steel doors and steel door frames.						
36	Portable classrooms and other exterior buildings' doors can be locked from the inside.						
Cafeterias							
37	Cafeteria has a camera or door viewer to assist in identifying who is at the door.						
Buses and Parking							
38	Parking lots are adequately lighted.						
39	Parking lots can be viewed from the building or monitored by security.						
Building Access							
40	The school has designated a primary point of entry/exit to each building.						
41	The designated points of entry are monitored to control building access.						
Building Interior							
42	Doors and locks are in good operating condition.						
43	Classroom doors can be locked from the inside with hardware meeting fire code.						
44	Classrooms have window shades.						
45	Classrooms with windows in the doors, have a way to cover the window if needed for a lock-down.						
The following areas are locked when not in use:							
46	All instruction rooms are locked.						
Monitoring and Surveillance							
47	Security cameras are stationed inside and outside the school.						

Exterior Door Safety Audit Tracker

This tool is designed to help educational leaders perform an exterior door audit to identify security risks to their campus. Individuals performing the exterior door audit should assess whether or not each of the door safety components are:

Operational (O)	The component works as intended.
Non-Operational (NO)	The component does not work as intended.
Not Present (NP)	This component is not present .
Not Applicable (NA)	Only put NA for Sturdy Mullion on all single doors

Campus	Building	Door Number	Sturdy Mullion (Double Doors Only)	Reinforced Door Frames	Auto Door Closer	Auto Door Lock	Emergency Open Mechanism
							
49							

Mandatory School Drills

Rule as adopted by TEA

§103.1209. Mandatory School Drills.

(a) Requirement. Each school district and open-enrollment charter school shall conduct emergency safety drills in accordance with Texas Education Code (TEC), §37.114.

(b) Definitions. The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Drill - A set of procedures that test a single, specific operation or function. Drill examples include evacuating for a fire or locking down from an internal threat.

(2) Secure -A response action schools take to secure the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. Secure uses the security of the physical facility to act as protection to deny entry.

(3) Lockdown - A response action schools take to secure 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.

(4) Evacuate -A response action schools take to quickly move students and staff from one place to another. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from the threat. Evacuation examples include a bomb threat or internal gas leak.

(5) Shelter-in-place for 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. Affected individuals may be required to move to rooms without windows or to rooms that can be sealed. Shelter-in-place for hazmat examples include train derailment with chemical release or smoke from a nearby fire.

(6) Shelter for severe weather -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.

(7) Fire evacuation drill -A method of practicing how a building would be vacated in the event of a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.

(c) Frequency. TEC, §37.114(2), requires the commissioner of education to designate the number of mandatory school drills to be conducted each semester of the school year, not to exceed eight drills each semester and sixteen drills for the entire school year. Neither this rule, nor the law, precludes a school district or an open-

enrollment charter school from conducting more drills as deemed necessary and appropriate by the district or charter school. Following is the required minimum frequency of drills by type.

- (1) Secure - One per school year.
- (2) Lockdown - Two per school year (once per semester).
- (3) Evacuate - One per school year.
- (4) Shelter-in-place for hazmat - One per school year.
- (5) Shelter for severe weather - One per school year.
- (6) Fire evacuation drill - Four per school year (two per semester). In addition, school districts and open-enrollment charter schools should consult with their local fire marshal and comply with their local fire marshal's requirements and recommendations.

Statutory Authority: The provisions of this §103.1209 issued under the Texas Education Code, §37.114.

Source: The provisions of this §103.1209 adopted to be effective September 6, 2020, 45 TexReg 6110.

Drill FAQs

The below FAQ's are intended to provide context to the TEA adopted rule [103.1209 Mandatory School Drills](#). The rule as adopted is at the end of the FAQ section for reference and is also available on the TEA website.

1. When did these drills become a requirement and is there a deadline for implementation of these drills?

The rule for the required number of drills was passed on September 17, 2020. This is TEA rule 103.1209 Mandatory School Drills. The rule is effective immediately and applies to the August through December 2020 semester. For more information about how to conduct drills while distance learning and during COVID-19 refer to the TxSSC document titled [Drill Guidance](#) in the Drill and Exercise Toolkit.

2. Why is a district limited to only 8 drills per semester or 16 per school year? 103.1209. Mandatory School Drills (c)(1)

The limits are not on school districts. A school district must conduct the minimum number of drills stated in (c)(1) through (c)(6) and can do any number above those the districts deems necessary. The legislation placed a limit on the number of drills the rule could require to eight per semester and sixteen per school year. So, the limit listed in the rule and the legislation is directed at the maximum number of drills that TEA could require a district to perform not the maximum number that a district can perform. A district can choose to perform more to meet the safety and security needs of the districts.

3. What is the required number of fire drills for a school? 103.1209. Mandatory School Drills (c)(6)

To effectively answer this question a district must first determine which of the following three scenarios applies to their district:

Scenario A: My district is in an area that does not have a local fire marshal and is under the direction of the state fire marshal.

The State Fire Marshal's Office Uses the 2015 Editions of the NFPA 101 Life Safety Code and NFPA 1 Fire Code as Its Standards of Inspection With an Effective Date of February 1, 2017: <https://tdi.texas.gov/fire/fmfsinotices.html>

The State Fire Marshal was part of the rule making process and has stated that in areas covered by the State Fire Marshal they will only require 2 fire evacuation drills per semester.

Scenario B: My District has a local fire marshal.

As indicated in the drill rule, it is important to determine what requirement the local fire marshal has regarding fire evacuation drills. The State Fire Marshal **is not** the authority over

the local fire marshal and can not overrule the local requirements. A local entity may have adopted a different national fire code than what the state has adopted and may have amendments to their adopted code.

It is also important to note that some districts may be served by multiple local fire marshals depending on where their campuses are located. It is not uncommon for a school district to have campuses in multiple incorporated communities and in the county. Each community and the county may have a different fire marshal and may have different adopted codes or amendments.

Most local fire marshals do not amend or alter their adopted code when it comes to fire drill requirements for schools. Most national codes require one drill per month where 10 or more days of instruction occur, which has been the standard for quite some time. This is a common standard districts could adhere to if they are unable to contact their local fire marshal.

Scenario C: I am not sure if my district has a local fire marshal.

If the campus in question is in a city limits, contact the city fire department or city hall to determine if there is a local fire marshal or any locally adopted fire codes. If the campus in question is not in a city limits, contact the county sheriff or the county judge to determine if there is a local fire marshal.

A city or county of 250,000 population or over, or contiguous to that county can adopt a national fire code and possibly have local amendments to that fire code.

Most national fire codes require one drill per month where 10 or more days of instruction occur, which has been the standard for quite some time. This is a common standard district could adhere to if they are unable to contact their local fire marshal or do not know if they have a fire marshal.

4. Are the fire evacuation drills required in addition to any that are required by our fire marshal? 103.1209. Mandatory School Drills (c)(6)

The fire evacuation drills required in the rule are a part of the total number of fire drills required. In other words, if your local fire marshal requires one fire drill per month with ten or more days of instruction then four of those drills would also satisfy the TEA rule of four per school year.

5. Do open enrollment charter schools have the same fire code facility/drill requirements as public schools? 103.1209. Mandatory School Drills (a)

The simple answer is yes. However, for more information on how many fire drills may be required please refer to question 4 of these FAQs.

6. If a school or district sends their students to a junior college for an early college high school program are the requirements for drills the responsibility of the junior college or the school/district?

The fire code drill requirements are applicable to the owner or operator of the facility where the drill is conducted. Classes within a junior college facility would be subject to the fire code requirements of that facility, not of the school/district. It would be prudent to collaborate with the junior college to understand the drills being conducted to ensure school district students are familiar with the junior college protocols. Just because a student participates in a drill at a junior college does not waive them from participating in a drill at the school districts. Drills are to train individuals what to do at a given facility during an emergency and may differ drastically from facility to facility.

7. Is the evacuation drill required to be a drill other than a fire drill? 103.1209. Mandatory School Drills (c)(3)

Yes, the evacuation drill should be conducted as an evacuation for an event other than a fire. It should be based on the facilities hazard analysis and for a hazard the facility might face. For example, it could be an evacuation due to a gas leak or hazmat spill inside the facility. This evacuation may utilize the same routes as the fire drill but may have additional instructions, or it may require a different route based on where chemicals are stored in a facility. For instance, in a fire a set of classes may exit past chemistry labs as the fastest way out of the building, while during a hazmat chemical spill in the labs the same classes may require an alternate route to avoid the chemical spill in the labs. This is why it is imperative to understand and plan for the specific hazards in your facility.

8. Do these requirements only apply to instructional facilities of the school or district or also to non-instructional or support facilities?

The Texas Education Code section 37.114 discusses school property and not specifically campuses. This implies that the intent of the law was for all facilities and not just instructional campuses. It is certainly a best practice to have drills in place and practiced for all district facilities and personnel. This is another area where the local fire marshal may have specific requirements for other non-instructional facilities.

Please see the next page for the Mandatory School Drills rule as adopted by TEA: §103.1209. Mandatory School Drills.

**TEXAS DEPARTMENT OF INSURANCE**

STATE FIRE MARSHAL'S OFFICE Mail Code 112-FM
 333 Guadalupe • P. O. Box 149221, Austin, Texas
 78714-9221
 512-676-6800 • 512-490-1063 fax • www.tdi.texas.gov

Fire Exit Drills & Fire Prevention Education in Schools

One form is required for **each** campus.

**Please complete this form and keep it in
your school or school district records
for three years.**

SCHOOL NAME		SCHOOL DISTRICT		SCHOOL YEAR 2015-2016	
PHYSICAL ADDRESS				ZIP CODE+4	
PHONE NUMBER ()	CITY	COUNTY	DISTRICT ID #	CAMPUS ID #	
Name of Fire Department serving school campus					

Please mark an X in each appropriate box to show the grade levels in your school.

Sp.Ed.	ECE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12

Fire Exit Drill Information

School Fire Drills are required by local fire code adoption or, in areas without codes, the fire inspection rules of the State Fire Marshal.

DATE OF EXIT DRILLS Please mark an X in each appropriate box to show that a fire drill took place.	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY

Fire Safety Education

Fire safety education should include items such as home escape plans, kitchen safety, monthly smoke detector checks, etc. Lessons may be found in *Fire Safety for Texans* curriculum guides at www.tdi.texas.gov/fire.

The percentage of students participating in age-appropriate Fire Safety Education during the school year is: _____ %

Certification

I certify that the above information is correct.

SCHOOL ADMINISTRATOR	SIGNATURE:	_____ Title _____
	Type or Print	_____
	Name _____ Date _____	

Preparation of this form is mandated by the Texas Insurance Commissioner through the adoption of the "Fire Suppression Rating Schedule." This schedule enumerates specific credit points used in calculating local insurance rates. A minimum of nine (9) drills is needed, one (1) per month for each month having 10 school days or more to achieve full credit for fire drills. If you have questions on fire drills, contact your local fire official. For more information about fire exit drill requirements in Texas, go to <http://www.tdi.texas.gov/fire/fmschl.html>.

Information solicited in this form will be combined with that of other schools served by specific fire departments and used to calculate insurance rates for your community. In addition to the enhancement to student safety that comes from holding regular fire exit drills and by providing fire prevention education, the residents in your community may benefit from lower insurance rates. Questions relating to this form may be directed to the State Fire Marshal's Office by E-mail to fire.marshal@tdi.texas.gov. **Please do not send forms to the State Fire Marshal.**

Thank you!



AN EARLY COLLEGE DISTRICT
BROWNSVILLE
INDEPENDENT SCHOOL DISTRICT

Safety and Mental Health Committee Meeting

September 1, 2022
5:30 p.m.

BISD Administration Building Boardroom

Dr. Rene Gutierrez, Superintendent of Schools
Dr. Nellie Cantu, Deputy Superintendent
Corpus Zorola, Environmental/Health/Safety/Custodial Training Supervisor
Chief Oscar Garcia, BISD Police and Security Services
Sgt. Cindy Paz, BISD Police and Security Services

Today's Agenda

- I. Purpose
- II. Timeline of Events
- III. Members
- IV. Responsibilities
- V. Active Shooter Guidelines
- VI. Q & A Session
- VII. Closure



Purpose



According to Texas Education Code section 37.109, which was amended substantially in 2019 by Senate Bill 11, each school district **must establish a school safety and security committee**. By law, the committee must operate in accordance with guidelines from the Texas School Safety Center (TxSSC).

Timeline of Events

2022

May 24

- Robb Elementary School Shooting
- Uvalde, Texas

June 1-2

- Governor Abbott charges the Texas School Safety Center and TEA with a set of directive to support the safety and security of public schools

June 30

- TEA Commissioner, Mike Morath send School Safety Memo to superintendents

Sept. 9

- Certification of Summer 2022 Safety and Security Requirements due to TEA

Committee Members

	Member	Representative Name & Agency
1	Dr. Rene Gutierrez	BISD Superintendent of Schools
2	Eddie Garcia	BISD School Board President
3	Denise Garza	Board Member
4	Chief Oscar Garcia Sgt. Cindy Paz, Alternate	BISD Police Department
5	Odece Ann Leal EM Administrator, EMC Rene Tabarez, Jr. EM Planner	County Office of Emergency Management
6	Chief Felix Saucedo Robert Martinez, Commander	City of Brownsville Police Department
7	Alma Salazar, Master Teacher	Faulk MS Classroom Teacher
8	Mireya Perez	BISD Parent, Manzano
9	Patricia Valenzuela	BISD Parent
10	Dr. Nellie Cantu	Deputy Supt., Business and Operations
11	Corpus Zorola	Environmental/Health/Safety/Custodial Training Supervisor

Committee Responsibilities



1. Participate in the development and implementation of the BISD emergency plan
2. Provide recommendations to update BISD Emergency Operation Plan (EOP)  Our focus today!
3. Supply information required to the BISD for the completion of any audit reports that is required by Texas School Safety Center (TxSSC)
4. Consult with local law enforcement agencies
5. Select where bleeding control stations are to place in schools
6. Meet together once each academic semester and during the summer
7. Take training on Psychological First Aid

BISD Action Plan

Sample Facility Exterior Door Identification



TEXAS INTERMEDIATE SCHOOL

Campus Number: 4

Early College High Schools Review Campus Maps

Discussion of our Work

Active Threat

I. PURPOSE

The purpose of the Active Shooter annex is to provide response guidelines to the BROWNSVILLE INDEPENDENT SCHOOL DISTRICT faculty, staff, students and visitors. For the purpose of this annex, an Active Shooter is defined as an individual engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms and choose their victims at random with the objective of killing as many people as possible.



Discussion of our Work

Active Threat



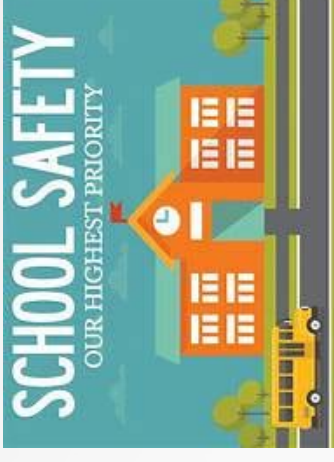
II. SCOPE

The objective of this plan is to help prepare personnel for active shooter events. This document's basic information is a recommendation for an effective emergency action plan. BROWNSVILLE ISD Campuses and Facilities are encouraged to consider their unique circumstances, structure, geographical location, demographics, etc. to ensure a more comprehensive plan. This plan applies to all students, employees, and visitors associated with BROWNSVILLE ISD.

It is the responsibility of the Brownsville ISD Police Department to respond, contain, and stop the active shooter/active assailant threat. It is the practice of the Brownsville ISD Police Department, based on current professional standards and national best practices to give the initial responding officers the authority and responsibility to take singular and immediate action to neutralize these threats.

Discussion of our Work

Active Threat



III. General Information on Active Shooter Events

Though procedures vary depending on type and severity, there are guidelines that remain constant during any response.

The purpose of a Lockdown is to remove people from a life-threatening situation, as much as possible and isolate the danger.

- Lockdown Procedures
 - Teachers report to their assigned classroom or nearest lockdown location.
 - Quickly check the hallways to locate any students before locking the door.
 - Window blinds or drapes should remain closed.
 - Once the door is locked, it should not be opened for knocks or any other reason.
 - Turn off lights.
 - Hide students away from doors and windows.
 - Maintain calm and quiet.
 - Begin student accountability.

Discussion of our Work

Active Threat



- Follow instructions given by Campus Administrator or Designee and/or First Responder(s).
- If you have assumed the role of Incident Commander (IC), be prepared to transfer command to District or Campus Administrator or Emergency Responders when they arrive.
- Report the location of any suspicious person or object.
- Limit cell phone use until the all-clear has been given.
- In the event of an active attack, ignore the fire alarm and remain at your lockdown location until the all-clear is given.



Discussion of our Work

Active Threat

- If the situation merits, when it is safe to do so, the campus may be evacuated.
 - Teachers will assist students with this process.
 - Students should bring their cell phones if they have them with them.
 - Teachers should bring student rosters, emergency contact information, and cell phones.
 - Be prepared to follow instructions by First Responders.
- Evacuation process will begin.
 - Teachers will assist students with this process.
 - See Evacuation
- Transfer to a Reunification Site may take place.
 - Teachers will assist students with this process.
 - See Student and Family Reunification
- Reunification process will begin.
 - Teachers will assist students with this process.
 - See Student and Family Reunification

Discussion of our Work

Active Threat



Classes in Session



Teachers, staff, and students should secure themselves in a classroom or nearest safe location as quickly as possible. Ignore fire alarms. Students in the cafeteria, library, or gym should follow the instructions of the school staff.

Between Classes



Teachers, staff, and students should report to the nearest classroom or safe location as quickly as possible. Initiate lockdown procedures. Ignore fire alarms.

Restrooms



If restrooms can be locked or blocked from the inside, staff and students should be trained to do so. Remain calm and quiet at this location until all clear is given or evacuated by the Campus Administrator or First Responder.

Discussion of our Work

Active Threat



Gym, Outdoor Activities

If possible and safe to do so, report directly to the gym or a safe building on campus as quickly as possible. If one is not close by or the building is not safe, be prepared to report to the nearest safe location which may be off campus. Report the incident and your locations as soon as possible to the Incident Commander or First Responders. Follow instructions.



School Messenger/Social Media Alerts

Multiple means of emergency messaging and communication to students, faculty, and staff must be in place and tested regularly and shall be the responsibility of the Chief of Police or his/her designee in coordination with the Superintendent, Campus Administration, and district Public Information Officer. See Annex B – Communications

Discussion of our Work

Active Threat

REFERENCES



IV. References

TASB. "Texas Association of School Boards Legal Services." Emergency Procedures for School Districts. 2012. https://www.tasb.org/Services/LegalServices/TASBSchoolLaw_eSource/Business/documents/emergencyproceduresdistrictsjan12.aspx

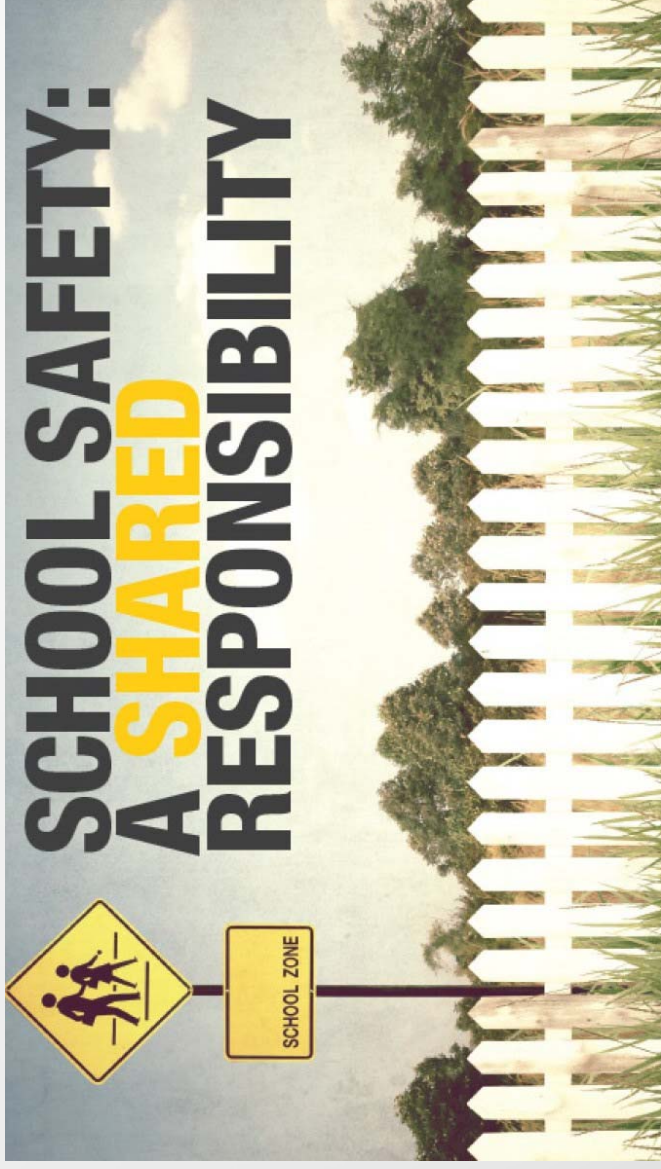
TDEM. "Texas Department of Public Safety Texas Division of Emergency Management." Local Emergency Management Planning Guide TDEM_10. January 2008. <https://www.txdps.state.tx.us/internet/forms/Forms/TDEM-10.pdf>

Texas School Safety Center. Texas Unified School Safety and Security Standards. 2013. http://txssc.txstate.edu/tools/emergency_management-toolkit/safety-security-standards
Texas School Safety Center. Campus-Based Emergency Management Toolkit. 2013. <http://txssc.txstate.edu/tools/emergency-management-toolkit>

Emergency Management 2013. <http://txssc.txstate.edu/topics/emergency-management>

Texas School Safety Center Preparedness and Drills in Schools. 2013. http://txssc.txstate.edu/topics/emergency_management/articles/preparedness-and-drills

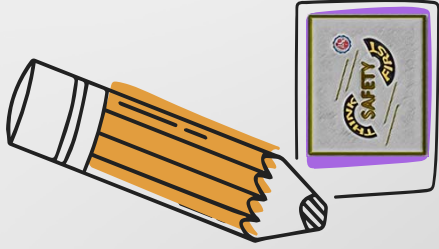
Thank you for your partnership!



We are glad you are on our TEAM!

– BISD Superintendent and Administration

Q&A Session



SEEK SAFETY,
AIM SAFETY,
FOLLOW SAFETY,
ENSURE SAFETY,
TEACH SAFETY,
YIELD SAFETY.

