

# **ANNEX A WARNING**

## **Brackett ISD**



# APPROVAL AND IMPLEMENTATION

## Annex A WARNING

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Signature

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Date

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Signature

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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.**

# RECORD OF CHANGES

## Annex A WARNING

| Change # | Date of Change | Entered By | Date Entered |
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# ANNEX A WARNING

## I. AUTHORITY

- A. Refer to Section I of the Basic Plan for general authorities.
- B. School Board Ordinances

## II. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to district personnel, students, families and the public in the event of an impending emergency situation.

## III. EXPLANATION OF TERMS

### A. Acronyms

|       |   |
|-------|---|
| DEM   | Division of Emergency Management                |
| EAS   | Emergency Alert System                          |
| EOC   | Emergency Operations Center                     |
| EMC   | Emergency Management Coordinator                |
| EMWIN | Emergency Managers Wireless Information Network |
| FAOC  | FEMA Alternate Operations Center                |
| FEMA  | Federal Emergency Management Agency             |
| FNARS | FEMA National Radio System                      |
| FOC   | FEMA Operations Center                          |
| IC    | Incident Commander                              |
| ICS   | Incident Command System                         |
| LWP   | Local Warning Point                             |
| NAWAS | National Warning System                         |
| NOAA  | National Oceanic & Atmospheric Administration   |
| NWS   | National Weather Service                        |
| PIO   | Public Information Office or Officer            |
| SOC   | State Operations Center                         |
| SOP   | Standard Operating Procedures                   |
| TLETS | Texas Law Enforcement Telecommunications System |
| TEWAS | Texas Warning System                            |

## **B. Definitions**

### **1. Area Warning Center**

Area Warning Centers disseminate national and state warning messages to a multi-county area of responsibility. The State's 36 Area Warning Centers are operated on a round-the-clock basis by the Department of Public Safety. Each center is equipped with a variety of primary and alternate telecommunications systems.

### **2. Texas Law Enforcement Telecommunications System (TLETS)**

TLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. TLETS is the state warning network's primary "hard copy" communications system.

## **IV. SITUATION & ASSUMPTIONS**

### **A. Situation**

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. This district can expect to experience emergency situations that could threaten district personnel, students and families' health and safety and both private and public property and necessitate the implementation of protective actions for the individuals or groups at risk.
3. Emergency situations can occur at any time. Therefore, equipment and procedures to warn the district personnel, students and families of impending emergency situations must be in place and ready to use at any time.
4. Power outages may disrupt radio and television systems that carry warning messages and provide district/school-wide instructions.

### **B. Assumptions**

1. Timely warnings to district personnel, students and families of impending emergencies or those which have occurred that may save lives, decrease injuries, and reduce some types of property damage.
2. Electronic news media are the primary sources of emergency information for the general public.
3. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the district/school.
4. Provision must be made to provide warnings to special needs groups, such as the hearing and sight-impaired,
5. Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by specified district officials. To effectively utilize EAS, the

district and broadcasters must coordinate the procedures used to transmit warning message and instructions from the district/school to broadcasters.

6. The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.

## V. CONCEPT OF OPERATIONS

### A. General

1. The primary objective of a warning system is to notify key district personnel of emergency situations and disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for staff and students to take action to protect themselves and their property.

### B. Receiving Warnings

The district may receive warning of actual emergency situations or the threat of such situations from the following:

#### 1. National and State Warning Systems

- a. The National Warning System (NAWAS) is a 24-hour nationwide, dedicated, multiple line telephone warning system linking federal agencies and the states that is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) and controlled from the FEMA Operations Center (FOC) in Washington, D.C., and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:

- 1) Attack Warnings
- 2) Fallout Warnings
- 3) Natural and Technological Emergency Warnings

Warnings originating from the FOC or FAOC will be relayed through the FEMA Regional Communications Center in Denton to the State Warning Point at the State Operations Center (SOC) in Austin. The State Warning Point further disseminates the civil emergency warnings through the Texas Warning System (TEWAS). The FEMA National Radio System (FNARS), a network of HF radios, serves as a backup for NAWAS.

- b. The Texas Warning System (TEWAS) is state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the SOC with 36 Area Warning Centers located in Department of Public Safety offices around the state and with seven National Weather Service (NWS) offices in Texas.

- 1) The State Warning Point relays national emergency warnings received on NAWAS to Area Warning Center using TEWAS. Area Warning Centers will normally disseminate warnings they receive to LWPs via teletype messages on the Texas Law Enforcement Telecommunications System (TLETS). Warnings may be disseminated by telephone or radio to those LWPs that cannot be reached by TLETS.
- 2) TEWAS may also be used by the SOC to disseminate warning messages from the Governor or other key state officials to specific regions of the state.
- c. Specific formats and handling instructions have been established for certain national civil emergency messages that would be disseminated by NAWAS and TEWAS.
- d. As NAWAS and TEWAS are “voice only” systems that are not particularly suited for disseminating lengthy messages; hence, these systems are generally not used for warning on a daily basis.

## 2. National Weather Service (NWS) Weather Products

Weather warning messages are issued by NWS Weather Forecast Offices and various NWS specialized weather centers, such as NWS river forecast centers, the National Severe Storms Forecast Center, and the National Hurricane Center.

- a. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by Weather Wire to the SOC. The SOC, as the State Warning Point, retransmits these weather messages to appropriate Area Warning Centers and Local Warning Points by TLETS. Among the weather messages that are provided are:
  - 1) Flood and flash flood watches and warnings
  - 2) Severe weather watches and warnings
  - 3) Tornado watches and warnings
  - 4) Tropical weather watches and warnings

Many local radio and television stations subscribe to the NOAA Weather Wire Service and have installed terminals to receive weather products directly from the NWS.

## 3. Emergency Alert System (EAS)

EAS is intended to provide a means for government to provide emergency warning and instructions to the public. See Section V.B.1 below for further information on EAS. This jurisdiction may receive EAS messages that contain warning information broadcast by:

- a. Federal authorities or agencies



- b. State government
- c. Other local governments

Civil emergency warnings issued through NAWAS may also be disseminated through EAS. Incoming EAS messages may be received on commercial radio or television stations monitored by local officials.

- d. Telephone Warning/Information Systems.

See the Planning Notes for this annex.

### **C. Warning Special Facilities and Populations**

Special populations and facilities will be warned of emergency situations by the following methods:

- 1. Visually-impaired:

EAS messages on radio, sirens, NOAA Weather Radio, route alerting, door-to-door notification

- 2. Hearing-impaired:

Captioned EAS messages on television, route alerting, door-to-door notification

- 3. Special facilities:

EAS messages on radio/television, sirens, NOAA Weather Radio, route alerting, door-to-& Control.

### **D. Actions by Phases of Emergency Management**

- 1. Mitigation/Prevention

- a. Establish an effective warning system and appropriate operating procedures. Extend the system to keep up with growth. Adopt new methods of warning that increase the ability to reach personnel, students, and families not well served by current systems.
- b. Conduct public education designed to prevent staff, students and community from taking unnecessary risks during emergency situations. An example would be a public information effort discouraging parents from attempting to pick up students during an emergency unless instructed to do so.

- 2. Preparedness

- a. Test the school warning system on a regular basis.
- b. Prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 1.

- c. Brief local media on school warning systems and coordinate procedures for transmitting EAS messages to radio and television stations and cable television providers.
  - d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
  - e. Maintain this annex.
3. Response
- a. Activate school warning system to alert the public of the emergency situation and provide appropriate instructions.
  - b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions
  - c. Discontinue warnings when they are no longer required.
4. Recovery
- a. Advise the public when the emergency situation has been terminated.
  - b. If necessary, provide instructions for return of evacuees and safety information relating to reoccupation of damaged homes and businesses.

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| <b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b> |
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**A. General**

- 1. The superintendent will establish general policies for emergency warning

**B. Task Assignments**

- 1. The superintendent will:
  - a. Outline general policies on warning and emergency public information.
  - b. Approve emergency public information to be released to the public through the news media.
  - c. Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.
  - d. Decide, during emergency or potential emergency situations, to close or delay school openings
- 2. The EMC will:
  - a. In coordination with the superintendent, develop operating procedures for the warning system, coordinating as necessary with local emergency responders, the

NWS, local radio and television stations, cable television companies, and other organizations.

- b. Assist in the development of pre-scripted warning messages and Special News Advisories..
- c. In coordination with the PIO, educate the district staff, students and families regarding the use of the warning system.

3. The PIO will:

- a. In coordination with the EMC and the superintendent, develop pre-scripted warning messages and public instructions for known hazards.
- b. When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
- c. Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages.
- d. Maintain a media briefing area in the vicinity of the ICP.
- e. Periodically brief the media on local warning systems and warning procedures.
- f. Develop and disseminate educational materials relating to emergency warning to the public.

4. Media companies are expected to:

- a. Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
- b. Participate in periodic tests of the EAS and other warning systems.

5. Institutions, businesses, and places of public assembly are expected to:

Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

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| <b>VII. DIRECTION &amp; CONTROL</b> |
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**A. General**

- 1. The superintendent shall provide general guidance for warning activities.

**B. Continuity of Government**

The line of succession for the superintendent, who has primary responsibility for the warning function, is:

- 1. High School Principal

2. Elementary Principal

**A. Green—Low**

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

**B. Blue—General**

1. Monitor the situation.

**C. Yellow—Significant**

1. Monitor the situation.
2. Develop draft warning messages and public messages for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Update school district representative contact information and school district emergency response team emergency numbers
5. Increase communication with parents and community

**D. Orange—High**

1. Monitor the situation.
2. Place selected substitute personnel on standby to increase staffing if necessary

**E. Red—Severe**

1. Activate the ICP for increased situation monitoring, planning, and resource management.
2. Increase communication with parents and community

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| <b>IX. ADMINISTRATION &amp; SUPPORT</b> |
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**A. Agreements & Contracts**

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

**B. Reports and Records**

1. The district/school shall maintain activity logs recording:
  - a. Warnings received.

- b. Key personnel notified and the actions they directed to be taken.
  - c. Warnings disseminated to the public and the means of that dissemination.
2. The Incident Command Post (ICP) shall maintain logs of their activities as outlined in Section IX of the Basic Plan.

**C. Maintenance of Equipment**

All warning systems owned by Brackett ISD will be maintained in accordance with the manufacturer's instructions for those systems.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

**A. Development**

The Superintendent is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop standard operating procedures that address assigned tasks.

**B. Maintenance**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

- 1. FEMA, National Warning System Operations Manual.
- 2. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

**XII. APPENDICES**

Appendix 1 Warning and Emergency Public Information Messages

Warning Message-General Incident

Warning Message-School Closure/Delayed Opening or Early Dismissal

Warning Message- Shelter-in-Place

Special News Advisory-Schools and Public Facilities

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| <b>APPENDIX 1<br/>LOCAL WARNING &amp; EMERGENCY INFORMATION MESSAGES</b> |
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**A.** This appendix provides two types of warning messages for a number of emergency situations.

1. Warning Messages.

These messages alert the public to emergency situations and provide directions on what they should do and not do to protect themselves. As the time limit for warning messages transmitted via the Emergency Alert System (EAS) is approximately two minutes, and the capability of television warning displays is limited, warning messages are generally short and concise. Warning messages are generally disseminated through warning systems and broadcast every 15 minutes until they are canceled or replaced by an updated message

2. Special New Advisories.

Special News Advisories amplify information contained in the warning messages, provide further information regarding an emergency situation, and may be used to provide information on impending threats that do not yet warrant public warning. Special News Advisories are generally sent to the media through normal communications channels for further dissemination to the public.

3. Warning messages and Special News Advisories have been pre-scripted to expedite timely dissemination; however, it may be necessary to modify the pre-scripted text and the add additional information.

**B.** The following warning messages and Special News Advisories are provided in this appendix:

1. Tab A: Warning Message – General Incident
2. Tab B: Warning Message – School Closure, Delayed Opening or Early Dismissal
3. Tab C: Warning Message – Shelter-in-Place
4. Tab D Special News Advisory – Schools & Public Facilities

**WARNING—GENERAL INCIDENT**

1. The Superintendent has issued the following warning for those who work, attend or anyone who has a family member at Brackett ISD.
2. An emergency situation involving [district/school] is currently in progress at: [*Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate*]
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving [district/school] is currently in progress at: (*Repeat location in 2 above*). Please avoid this area.
5. Do not call [911] or the district or school office (If district or school has a specific number for people to call, announce the number) for information about the emergency situation. Instead, stay tuned to this station for additional official information.

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| <b>WARNING—SCHOOL CLOSURE/DELAYED OPENING OR EARLY DISMISSAL</b> |
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1. The Superintendent has issued the following warning for those who work, attend or anyone who has a family member at [specific school or district name]
2. It has been necessary to [close/delay opening/dismiss early] [all district school or specific school name] due to:
  - flooding
  - heavy accumulations of snow and ice
  - fire / explosion
  - incident involving hazardous materials
3. [If announcement is due to early dismissal describe procedures for parents picking up students]
4. Students, teachers and patrons should listen to designated radio/TV stations during extreme weather conditions for announcements concerning emergency school closures, delayed school starting times or early dismissal.
5. Please do not call school officials - television and radio stations will have sufficient information on emergency school closures to answer your questions.
6. (If a website is available to the public to check for updates, give website address)



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| <b>WARNING—SHELTER-IN-PLACE</b> |
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1. The Superintendent has issued the following warning for those who work, attend or anyone who has a family member at [specific school or district name]

2. There has been an accidental release of hazardous material that is affecting a [district/school]

Students at the following school(s) are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

Students at the following school(s) [have been/are being] evacuated to other facilities:

Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up school children as soon as it is available.

6. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.

7. Students, teachers and patrons should listen to designated radio/TV stations during extreme weather conditions for announcements concerning emergency school closures or delayed school starting times.

8. Please do not call school officials - television and radio stations will have sufficient information on emergency school closures to answer your questions.

9. Please do not call [911] or local emergency officials for information. Stay tuned to this station for additional information.

10. (If a website is available to the public to check for updates, give website address)

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| SPECIAL NEWS ADVISORY—SCHOOL & PUBLIC FACILITIES |
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1. The [County/City] Emergency Management [Office/Department] has issued the following advisory for those who live, work, or are visiting in [County/City]
2. The current emergency situation involving \_\_\_\_\_ has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.
3. All local public schools have been closed.
4. The following schools have been closed and students [are being/have been] returned to their homes:

5. The following schools have been evacuated and their students relocated to other facilities:

School \_\_\_\_\_ Students relocated to:

Parents should pick up their children at these host facilities.

6. The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility \_\_\_\_\_ Patients relocated to:

7. The following government offices, parks, recreation areas, and other public facilities have been closed:
8. Please stay tuned to this station for more information and instructions from local officials.
9. And please refrain from using the telephone unless you have a true emergency.