

TxSSC Evaluation Criteria for Active Threat Annex

for

Independent School Districts and Open-Enrollment Charter School Districts

The Texas School Safety Center uses the evaluation criteria within this checklist to review Independent School District and Open-Enrollment Charter School District emergency operations plans against state mandates and best practices.

Districts may use this checklist to self-assess their emergency plans prior to the Fall 2022 review cycle, which includes the Basic Plan, Active Threat Annex and Active Shooter Appendix.



Active Threat Annex Evaluation Criteria

The Active Threat Annex shall include the following:

Purpose and Scope			
Review Item #	Check	Review Standard	Source
AT1	<input type="checkbox"/>	Purpose Statement: District states what the annex is meant to accomplish.	CPG101v3
AT2	<input type="checkbox"/>	Scope Statement: District states the scope of emergency operations and the entities and geographic areas to which the plan applies.	CPG101v3

General Information			
Review Item #	Check	Review Standard	Source
AT3	<input type="checkbox"/>	Hazard Overview: District provides an overview of the hazard in general terms.	CPG101v3
AT4	<input type="checkbox"/>	District-Specific Hazard Risks: District identifies incidents within the hazard likely to impact the district.	CPG101v3 , TEC 37.108(a)
AT5	<input type="checkbox"/>	Hazard Detection and Warning: District describes measures taken to detect and warn of incidents within this hazard, and resources used to do so.	TEC 37.108(a)
AT6	<input type="checkbox"/>	Portable Building Safety: District describes plan to provide for the safety of people in portable buildings, specific to the Active Threat hazard.	TEC 37.108(f)(3)
AT7	<input type="checkbox"/>	Access and Functional Needs: District describes plan to provide for the safety of persons with access and functional needs, specific to the Active Threat hazard.	TEC 37.108(f)(4)

ICS Organization			
Review Item #	Check	Review Standard	Source
AT8	<input type="checkbox"/>	ICS Org Chart is completed with the roles listed for included personnel.	TX EO RP-40 ; HSPD-5
AT9	<input type="checkbox"/>	Incident Commander is chosen for subject matter expertise and capacity to manage an incident (not necessarily the Superintendent).	TX EO RP-40 ; HSPD-5

Actions and Responsibilities

OVERALL

Review Item #	Check	Review Standard	Source
A10	<input type="checkbox"/>	Five Phases of EM: District provides actions for all five phases of Emergency Management.	TEC 37.108(a) , CPG101v3
AT11	<input type="checkbox"/>	Actions are broad enough in scope to address the entire hazard.	TEC 37.108(a)
AT12	<input type="checkbox"/>	Actions are assigned to roles for accountability.	CPG101v3 , TEC 37.108(a)

PREVENTION - Describe actions taken to prevent an Active Threat Hazard from occurring. District will address, at minimum:

Review Item #	Check	Review Standard	Source
AT13	<input type="checkbox"/>	Establish measures to detect, delay and deny access to attackers: Actions address measures used to detect suspicious persons before entry, delay their entrance to district campuses, and ultimately deny their access to the district campuses.	19 TAC 61.1040(k) , CISA K-12 School Security Guide 3e , ASIS Protection of Assets, CPTED
AT14	<input type="checkbox"/>	Screening of incoming persons: Actions address the screening of all incoming visitors and other persons via a primary entrance.	19 TAC 61.1040(k) , TEC 37.108(c-2)(9) , TEC 38.022
AT15	<input type="checkbox"/>	School Behavioral Threat Assessment: Actions address the establishment and operation of a threat assessment team, threat assessment case management system and a suspicious activity reporting program.	TEC 37.115

MITIGATION - Describe actions taken to eliminate or reduce the loss of life or property from an Active Threat hazard. District will address, at minimum:

Review Item #	Check	Review Standard	Source
AT16	<input type="checkbox"/>	Obtain lifesaving equipment: Actions address the procurement and installation of lifesaving equipment, such as bleeding control kits and automated external defibrillators, throughout district campuses.	TEC 38.030 , TEC 38.017

AT17	<input type="checkbox"/>	Use of surveillance systems: Actions address the use of or future procurement of surveillance systems to detect and record suspicious activity.	19 TAC 61.1040(k) , ASIS Protection of Assets, CPTED
AT18	<input type="checkbox"/>	Enforce district policy for measures used to detect, delay and deny access to attackers: Actions address the enforcement of district policy for measures to detect, delay and deny access to attackers.	19 TAC 61.1040(k) , CISA K-12 School Security Guide 3e , ASIS Protection of Assets
AT19	<input type="checkbox"/>	Armed defenders: Actions address the district establishment and regular review of available armed defenders, such as all police options (local, county, state), school-based law enforcement, school marshals and school guardians used to neutralize an active threat.	TEC 37.108(a) , ALERRT
PREPAREDNESS - Describe district actions taken to increase the level of readiness for an active threat incident. Districts will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT20	<input type="checkbox"/>	Mass Communication: Actions address the testing of communications infrastructure and the development of communications scripts.	TEC 37.108(a)(3)
AT21	<input type="checkbox"/>	Staff Training (including substitute teachers): Actions address training staff members (including substitute teachers) to respond to emergencies.	TEC 37.108(a)(1)
AT22	<input type="checkbox"/>	Resource Allocation and Written Agreements: Actions address how the district will acquire necessary extraordinary resources, or resources from external sources to support the hazard.	TGC 418.115 , TGC 418.111 , TEC 37.108(a)(5)
AT23	<input type="checkbox"/>	Drills and Exercises: Actions address how the district will complete the required drill schedule, and district consideration of active threat exercises. Actions should address the inclusion of persons with access and functional needs, and persons in portable buildings.	TEC 37.108(a)(4) , 37.114 , TAC 103.1209 , 37.1141 , TEC 37.108(f)(4)
AT24	<input type="checkbox"/>	Test Surveillance Systems: Actions address how the district will regularly test the working order and assess the effectiveness of surveillance camera placement.	19 TAC 61.1040(k) , CPTED

AT25	<input type="checkbox"/>	Test Physical Security Equipment and Procedures: Actions address how the district will regularly test physical security features, including hardware working condition and staff locking practices.	TEA Weekly Door Sweeps TAA , CISA K-12 School Security Guide 3e , CPTED , 19 TAC 61.1040(k) , Governor’s Letter to TxSSC ,
AT26	<input type="checkbox"/>	First Responder Familiarity with Campus: Actions address how the district will make first responders (police, fire, EMS) familiar with the layout of school campuses, and regularly invite first responder presence on campus.	TEC 37.108(a)
AT27	<input type="checkbox"/>	First Responder Access to Campus: Actions address how the district will provide first responders with access to locked doors, surveillance cameras and floor plans.	TEC 37.108(a)
AT28	<input type="checkbox"/>	Armed Defender Training: Actions address how the district will provide active shooter response training to ISD police, School Resource Officers, and designated School Marshals or School Guardians, as applicable. It is highly recommended that school-based law enforcement and armed defenders (School Marshals or School Guardians) train together on active shooter response.	TEC 37.0812
AT29	<input type="checkbox"/>	Adopt trauma-informed care program: Actions address how the district will adopt a trauma-informed care program.	TEC 37.108(f)(2) , (f)(6)
RESPONSE – Describe actions taken to protect life and property. District will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT30	<input type="checkbox"/>	Access to device to immediately contact first responders: Actions address how the district will provide options for staff to immediately contact law enforcement and armed defenders of an active threat hazard, including redundant options.	TEC 37.108(a)(2)

AT31	<input type="checkbox"/>	Initiate Response Protocol: Actions address how the district will initiate a response protocol for the active threat hazard, and how it will be communicated to the entire community for affected campuses. Consider the Standard Response Protocol.	SRP (I Love U Guys Foundation) , TxSSC Best Practice
AT32	<input type="checkbox"/>	Initiate Reunification Method: Actions address how the district will initiate a reunification method for the active threat hazard, and how it will be communicated to the entire community for affected campuses. Consider the Standard Reunification Method.	SRM (I Love U Guys Foundation) , TxSSC Best Practice
AT33	<input type="checkbox"/>	Provide equal safety for persons with access and functional needs: Actions address how the district will provide persons with access and functional needs with equal access to safety for the active threat hazard.	TEC 37.108(f)(4)
AT34	<input type="checkbox"/>	Ensure safety for persons in portable buildings: Actions address how the district will provide for the safety of persons in portable buildings for the active threat hazard.	TEC 37.108(f)(3)
AT35	<input type="checkbox"/>	Communicate with community utilizing prepared scripts: Actions address how the district will use prepared scripts to communicate timely information to the entire community for affected campuses (staff, students, parents).	TEC 37.108(f)(5)
AT36	<input type="checkbox"/>	Begin to account for all persons on campus: Actions address how the district will account for the entire campus population for affected campuses	SRM (I Love U Guys Foundation) , TxSSC Best Practice
AT37	<input type="checkbox"/>	Activate Continuity of Operations Plan: Actions address how the district will activate the Continuity of Operations Plan.	NSPD-51/HSPD-20, CPG101v3
AT38	<input type="checkbox"/>	Track hazard-related expenses: Actions address how the district will track all hazard-related expenses.	TEC 48.261, TGC 418.073 , Stafford Act, Texas Disaster Act of 1975

RECOVERY - Describe short term and long-term actions taken to restore and revitalize the district community affected by the hazard. District will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT39	<input type="checkbox"/>	Initiate psychological support services: Actions address how the district will initiate psychological support services, including trauma- and grief-informed care for the entire population of affected campuses.	TEC 37.108(f)(6)(d) , TEC 37.108(f)(6)(e)
AT40	<input type="checkbox"/>	Prepare students, faculty, and staff to resume normal district operations: Actions address how the district will prepare students, faculty, and staff to resume normal district operations after the active threat hazard.	NSPD-51/HSPD-20
AT41	<input type="checkbox"/>	Initiate damage assessment: Actions address how the district will initiate the damage assessment.	TEC 48.261 , TGC 418.073
AT42	<input type="checkbox"/>	Initiate cost recovery activities: Actions address how the district will initiate cost recovery activities.	TEC 48.261 , TGC 418.073
AT43	<input type="checkbox"/>	Repair facilities: Actions address how the district will repair facilities within affected campuses.	TEC 48.261 , TGC 418.073
AT44	<input type="checkbox"/>	After Action Review: Actions address how the district will conduct a comprehensive After-Action Review with representation present for all roles involved in and affected by the hazard.	HSEEP (FEMA)
AT45	<input type="checkbox"/>	Improvement Plan: Actions address how the district will complete an improvement plan after the After-Action Review and how the district will follow up with items listed on the improvement plan.	HSEEP (FEMA)