

TxSSC Evaluation Criteria for Active Threat Annex
for
Public Junior Colleges

The Texas School Safety Center uses the evaluation criteria within this checklist to review public junior college (referred to hereafter as college) emergency operations plans against state mandates and best practices.

Colleges may use this checklist to self-assess their emergency plans prior to the Fall 2022 review cycle.



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: College states what the annex is meant to accomplish.	CPG101v3
AT2	<input type="checkbox"/>	Scope Statement: College 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: College provides an overview of the hazard in general terms.	CPG101v3
AT4	<input type="checkbox"/>	College-Specific Hazard Risks: College identifies incidents within the hazard likely to impact the campus.	CPG101v3 , TEC 37.108(a)
AT5	<input type="checkbox"/>	Hazard Detection and Warning: College 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: College describes plan to provide for the safety of people in portable buildings, specific to the Active Threat hazard.	TEC 37.108(a)
AT7	<input type="checkbox"/>	Access and Functional Needs: College describes plan to provide for the safety of persons with access and functional needs, specific to the Active Threat hazard.	TEC 37.108(a)

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 Chancellor/President/CEO).	TX EO RP-40 ; HSPD-5
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Actions and Responsibilities			
OVERALL			
Review Item #	Check	Review Standard	Source
AT10	<input type="checkbox"/>	Five Phases of EM: College 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. College 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 college campuses, and ultimately deny their access to the college campuses.	TEC 37.108(a)
AT14	<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 37.108(a)
MITIGATION - Describe actions taken to eliminate or reduce the loss of life or property from an Active Threat hazard. College will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT15	<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 college campuses.	TEC 37.108(a)

AT16	<input type="checkbox"/>	Use of surveillance systems: Actions address the use of or future procurement of surveillance systems to detect and record suspicious activity.	TEC 37.108(a) , ASIS Protection of Assets, CPTED
AT17	<input type="checkbox"/>	Enforce college policy for measures used to detect, delay and deny access to attackers: Actions address the enforcement of college policy for measures to detect, delay and deny access to attackers.	TEC 37.108(a) , ASIS Protection of Assets
AT18	<input type="checkbox"/>	Armed defenders: Actions address the college establishment and regular review of available armed defenders, such as all police options (local, county, state).	TEC 37.108(a) , ALERRT
PREPAREDNESS - Describe college actions taken to increase the level of readiness for an active threat incident. College will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT19	<input type="checkbox"/>	Mass Communication: Actions address the testing of communications infrastructure and the development of communications scripts.	TEC 37.108(a)(3)
AT20	<input type="checkbox"/>	Staff Training (including adjunct faculty and contractors): Actions address training staff members (including adjunct faculty and contractors) to respond to emergencies.	TEC 37.108(a)(1)
AT21	<input type="checkbox"/>	Resource Allocation and Written Agreements: Actions address how the college 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)
AT22	<input type="checkbox"/>	Drills and Exercises: Actions address how the college will plan for drills and active threat exercises. Actions should address the inclusion of persons with access and functional needs, and persons in portable buildings.	TEC 37.108(a)(1)
AT23	<input type="checkbox"/>	Test Surveillance Systems: Actions address how the college will regularly test the working order and assess the effectiveness of surveillance camera placement.	TEC 37.108(a) , CPTED
AT24	<input type="checkbox"/>	Test Physical Security Equipment and Procedures: Actions address how the college will regularly test physical security features, including hardware working condition and staff locking practices.	TEC 37.108(a) , CPTED

AT25	<input type="checkbox"/>	First Responder Familiarity with Campus: Actions address how the college will make first responders (police, fire, EMS) familiar with the layout of college campuses, and regularly invite first responder presence on campus.	TEC 37.108(a)
AT26	<input type="checkbox"/>	First Responder Access to Campus: Actions address how the college will provide first responders with access to locked doors, surveillance cameras and floor plans.	TEC 37.108(a)
AT27	<input type="checkbox"/>	Adopt trauma-informed care program: Actions address how the college will adopt a trauma-informed care program.	TEC 37.108(a)
RESPONSE – Describe actions taken to protect life and property. College will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT28	<input type="checkbox"/>	Access to immediately contact first responders: Actions address how the college will provide options for staff to immediately contact law enforcement and activate approved armed defenders of an active threat hazard, including redundant options.	TEC 37.108(a)(2)
AT29	<input type="checkbox"/>	Initiate Response Protocol: Actions address how the college 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
AT30	<input type="checkbox"/>	Provide equal safety for persons with access and functional needs: Actions address how the college will provide persons with access and functional needs with equal access to safety for the active threat hazard.	TEC 37.108(a)
AT31	<input type="checkbox"/>	Ensure safety for persons in portable buildings: Actions address how the college will provide for the safety of persons in portable buildings for the active threat hazard.	TEC 37.108(a)
AT32	<input type="checkbox"/>	Communicate with community utilizing prepared scripts: Actions address how the college will use prepared scripts to communicate timely information to the entire community for affected campuses (staff, students, parents).	TEC 37.108(a)(3)
AT33	<input type="checkbox"/>	Begin to account for all persons on campus: Actions address how the college will account for the entire campus population for affected campuses.	TEC 37.108(a)

AT34	<input type="checkbox"/>	Activate Continuity of Operations Plan: Actions address how the college will activate the Continuity of Operations Plan.	NSPD-51/HSPD-20, CPG101v3
AT35	<input type="checkbox"/>	Track hazard-related expenses: Actions address how the college will track all hazard-related expenses.	TGC 418.073 , Stafford Act, Texas Disaster Act of 1975
RECOVERY - Describe short term and long-term actions taken to restore and revitalize the college community affected by the hazard. College will address, at minimum:			
Review Item #	Check	Review Standard	Source
AT36	<input type="checkbox"/>	Initiate psychological support services: Actions address how the college will initiate psychological support services, including trauma- and grief-informed care for the entire population of affected campuses.	TEC 37.108(a)
AT37	<input type="checkbox"/>	Prepare students, faculty, and staff to resume normal operations: Actions address how the college will prepare students, faculty and staff to resume normal operations after the active threat hazard.	NSPD-51/HSPD-20
AT38	<input type="checkbox"/>	After Action Review: Actions address how the college will conduct a comprehensive After-Action Review with representation present for all roles involved in and affected by the hazard.	HSEEP (FEMA)
AT39	<input type="checkbox"/>	Improvement Plan: Actions address how the college will complete an improvement plan after the After-Action Review and how the college will follow up with items listed on the improvement plan.	HSEEP (FEMA)