

La Vernia Independent School District

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EMERGENCY OPERATIONS PLAN

2026 – 2027

District Name: La Vernia Independent School District

Superintendent: Dr. Hensley Cone

Date: July 2026

Formal Adoption Statement

La Vernia ISD and its stakeholders demand that schools are safe havens for education. However, La Vernia ISD cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility, and all staff must be prepared to respond efficiently and effectively to any incident. Through its comprehensive emergency management program, La Vernia ISD strives to ensure it continues to provide a safe and orderly environment for every child and every campus, while supporting the community. La Vernia ISD emergency management focuses on the five phases of emergency management, supports local, state, and federal legal authorities, and incorporates mandated requirements and proven practice.

The Superintendent is responsible for emergency management planning for the district and may designate an individual to serve as the emergency management coordinator who oversees the emergency management program. The Superintendent may also identify individuals whose responsibilities are to support the district emergency management program.

This plan is known as La Vernia ISD Multi-hazard Emergency Operations Plan (EOP). The plan and supporting documents provide the framework that outlines the district's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

The La Vernia ISD Superintendent is responsible for approving and ensuring the formal adoption of this EOP, which supersedes and rescinds all previous La Vernia ISD emergency operations plans. It is designed for use alongside local, regional, state, and federal emergency management plans. The district EOP and related appendices are reviewed annually by all affected and impacted departments and updated at least every three years on a schedule consistent with the District Audit Review as set forth in Texas Education Code Chapter 37.108 or as district policy changes dictate.

In the event any portion of this EOP or supporting documents are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The Superintendent may develop and distribute minor changes to this plan. Revisions and recertification will be signed by the Superintendent.

This Basic Plan is hereby approved for implementation and supersedes all previous versions.

Dr. Hensley Cone
Superintendent
La Vernia ISD
Date Signed:

Howard D. Wilen
Director of Safety and Security
La Vernia ISD
Date Signed:

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Record of Changes, Annual Review, and Distribution

Record of Changes and Annual Review

The La Vernia ISD Superintendent is responsible for approving and ensuring promulgation of the district's Multi-Hazard Emergency Operations Plan. This district EOP has been reviewed and/or updated according to the dates below. This Record of Changes and Annual Review identifies only significant changes made to district's Emergency Operations Plan and/or Annexes as part of the annual EOP review process.

"Annual EOP Review Conducted" must be placed in the *Summary of Significant Changes and Annual Review* column.

Record of Changes Table

CHANGE NUMBER	DATE OF CHANGE	NAME OF PERSON OR AGENCY MAKING THE CHANGE	SUMMARY OF SIGNIFICANT CHANGES AND ANNUAL REVIEW
1	10/23/2019	Mike Duffek, Director of Safety and Security	EOP creation and review
2	3/30/2020	Mike Duffek, Director of Safety and Security	Added committee members section and dates
3	4/6/2020	Mike Duffek, Director of Safety and Security	Added section about students with disabilities needs
4	4/18/2020	Mike Duffek, Director of Safety and Security	Added COOP and Infectious Epidemic Disease
5	6/23/2020	Mike Duffek, Director of Safety and Security	Added the wording of labor trafficking
6	6/23/2020	Mike Duffek, Director of Safety and Security	EOP review with safety committee
7	6/8/2021	Mike Duffek, Director of Safety and Security	EOP review with safety committee
8	6/15/2021	Mike Duffek, Director of Safety and Security	Changes to administration names per district changes
9	5/25/2022	Mike Duffek, Director of Safety and Security	Addition of the Active Shooter and Active Threat annexes
10	6/23/2022	Mike Duffek, Director of Safety and Security	EOP review with safety committee
11	6/24/2022	Mike Duffek, Director of Safety and Security	Added TEC codes to sections
12	11/2/2022	Mike Duffek, Director of Safety and Security	Updated changes recommended by School Safety Center
13	1/27/2023	Mike Duffek, Director of Safety and Security	Updated Guardian Information into EOP
14	5/16/2023	Mike Duffek, Director of Safety and Security	EOP review with safety committee
15	6/6/2023	Mike Duffek, Director of Safety and Security	Updated Weather Annex and Hazard Materials Annex
16	7/18/2024	Cliff Hill, Director of Safety and Security	EOP review with safety committee

17	8/12/2024	Cliff Hill, Director of Safety and Security	Changes to administration names per district changes. Addition of the Cyber Security Annex.
18	8/19/2024	Cliff Hill, Director of Safety and Security	Updated with changes recommended by School Safety Center
19	12/16/2024	Cliff Hill, Director of Safety and Security	Updated changes recommended by School Safety Center
20	8/13/2025	Cliff Hill, Director of Safety and Security	Addition of Active Shooter Annex
21	8/28/2025	Paul Goetzke, Executive Director of Human Resources	EOP review completed.
22	7/20/2026	Howard Wilen, Director of Safety and Security	Updated language to be consistent with Texas School Safety Center guidance. Annual updates recommended by Texas School Safety Center and mandated changes from 89 th Legislative Session. Updated personnel and roles. Addition of Reunification Annex.
23	7/31/2026	Howard Wilen, Director of Safety and Security	Annual EOP review conducted.

Record of Distribution

Updated versions of the Emergency Operations Plan have been distributed to the following district members and applicable response agencies identifying their receipt, review, and intent to use this EOP during an incident.

Record of Distribution Table

[illegible]

Security Statement

This document is designated FOR OFFICIAL USE ONLY (FOUO). It contains sensitive but unclassified information that may be exempt from public release under the Freedom of Information Act (5 USC 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with La Vernia ISD, State of Texas, and/or Department of Homeland Security policy relating to FOUO information, and will not be released to the public or personnel who do not have a valid need without prior approval from the Superintendent or their duly authorized designee. Copying, dissemination, or distribution of these documents, attachments, or graphics to unauthorized users is prohibited.

Preface

La Vernia Independent School District's Multi-Hazard Emergency Operations Plan (EOP) was developed in collaboration with district, campus, and community stakeholders as part of an ongoing process designed to ensure that the district can manage any incident efficiently and effectively. This plan is designed to align with local, regional, state, and federal plans, including guidance from the Texas Division of Emergency Management (TDEM), Texas Education Agency (TEA), Texas School Safety Center, Federal Emergency Management Agency (FEMA), and U.S. Department of Education. It is based on guidance, including various gubernatorial executive orders, Homeland Security Presidential Directives, FEMA's *Comprehensive Preparedness Guide 101*, and the National Incident Management System (NIMS). Additionally, local and regional emergency management plans provide guidance for the deployment of local and regional emergency resources, mutual aid resources, and response using the incident command system (ICS), and were adapted to integrate with school emergency preparedness.

The plan summarizes the district's intended response to incidents and special event planning. It provides resource summaries and guidance for requesting assistance through appropriate channels. It recognizes that district emergency operations may be supported by District or local emergency management resources.

Section 1.0: Purpose and Scope

1.1 Purpose

The purpose of this Multi-hazard Emergency Operations Plan (EOP) is to educate and inform the district on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, substitute teachers, students, response agencies, and the community. The goal of this EOP is to minimize the loss of life and damage to property. As a result, it identifies emergency management practices, relationships, responsibilities, and general considerations for facilities and campuses within the district. This EOP has been tailored to meet the specific and unique needs, capabilities, and circumstances found throughout the district.

La Vernia ISD will review and update this EOP at least annually. These revisions will enhance our ability to support all phases of emergency management.

- Prevention
- Mitigation
- Preparedness
- Reunification
- Response
- Recovery

As part of its school-based emergency management strategy, the La Vernia ISD Multi-hazard Emergency Operations Plan and supporting documents are designed to provide students and staff a safe environment in which to live, learn, and work.

The La Vernia ISD Multi-hazard Emergency Operations Plan outlines expectations for employees, students, and other stakeholders in managing an emergency. Because not all scenarios can be predicted, it is necessary to have a district plan that adapts quickly as events unfold. The overall district plan therefore is intended to ensure student and staff accountability while adapting to the changing demands of emergency situations. As such, it provides procedural guidelines, not performance guarantees. The actions described herein, including guidelines and procedures for dealing with existing and potential student and school incidents, are based upon the concept of all-hazards preparedness.

1.2 Scope

This Multi-hazard Emergency Operations Plan addresses district planning and procedures for all emergency incidents, applies to all district facilities and campuses, and ensures that the needs of individuals with access and functional needs are addressed.

The plan focuses on mitigating, preventing, and preparing for emergency incidents of all types that could impact the district. It is designed to ensure effective and efficient coordination of response and recovery efforts.

Because no two schools or district facilities are the same, no generic plan or manual will provide all the necessary information to mitigate the effects of every situation. As such, safety accountability always remains the foremost concern for the district and its stakeholders. This plan identifies relationships, responsibilities, and general protocols so that departments and campuses can implement unique school-centered emergency management strategies.

The overall goal of La Vernia ISD is to protect lives, mitigate the effects of a disaster, be prepared to respond to emergency promptly and effectively, reunify students and staff with families if necessary, and restore normal services as quickly as possible.

1.3 Objectives

The La Vernia ISD Multi-hazard Emergency Operations Plan is framework that supports the district's overall educational mission. The overall objectives of the Basic Plan are to:

- Prepare and protect all individuals covered by this plan against significant threats and hazards in a manner allowing vital interests and daily operations to continue.
- Reduce the loss of life and property by decreasing the impact of disasters.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs after an emergency incident.
- Assist whole communities recovering from an emergency incident with continued stabilization of vital life support systems and whole community restoration.
- These objectives apply to all hazards and may be used to assist with any type of emergency incident requiring emergency operations, response, and recovery efforts.

This plan is applicable to all district sites (campuses, administration, transportation, athletic facilities, and support facilities). The district will review and update the plans and supporting documents through activities that enhance its ability to prevent and mitigate, prepare for, respond to, and recover from emergency incidents of all types.

Section 2.0: Authority and Guidance

This Basic Plan is developed under the authority of Texas Education Code 37.108(a) that states “each school district or public junior college district shall adopt and implement a Multi-Hazard Emergency Operations Plan for use in the district’s facilities. The plan must address prevention, mitigation, preparedness, response, and recovery.” It aligns with federal, state, and local guidelines, and provides the framework for coordinating response efforts during an emergency incident. All actions and decisions outlined within this plan are guided by the principles set forth in the National Response Framework and the Department of Homeland Security’s *Guide for Developing High-Quality School Emergency Operations Plans*, ensuring a structured and compliant response to any emergency event.

In 2005, the governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the National Incident Management System (NIMS) as the “declared state standard for incident management.”

Section 3.0: District Hazard Analysis

La Vernia ISD is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, staff, and substitutes. La Vernia ISD maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in [Attachment 1: District Hazard Analysis](#). The district has used historical records, county first responder and the Wilson County Office of Emergency Management input, and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property

Section 4.0: Situation Overview and Assumptions

4.1 Situation Overview

The situation overview provides an effective response to an emergency incident. This Multi-hazard Emergency Operations Plan (EOP) may be activated in part or in whole, as necessary, by the Superintendent or designee.

This plan is to prevent or mitigate the effects of hazards that may affect the district. The district is located within Wilson County, Guadalupe County, the City of La Vernia, and is serviced by the Education Service Center (ESC) 20.

La Vernia ISD's Basic Plan describes the high-level responsibilities of the agencies and partners who have responsibilities within this plan and within the scope of prevention, mitigation, preparedness, response, and recovery. La Vernia ISD's Basic Plan and those involved in emergency preparedness efforts strive to meet the needs of all residents, constituents, and individuals with access and functional needs.

The district's Basic Plan is a comprehensive plan intended to provide guidance and resources. Incident responders should use judgment and discretion to determine the most appropriate actions at the time of an emergency incident.

A. Plan Organization

There are three components to the district's Emergency Operations Plan (EOP):

- Basic Plan
- Annex (Hazard Specific Annex and Functional Annex)
- Appendix

Plan Organization Table	
Component	Description
Basic Plan	Describes the district's emergency management organization and a system of coordination.
Annex	Functional Annex: Describes the district's actions that are consistently taken during any emergency incident impacting the district. Hazard-Specific Annex: Addresses how the district responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.
Appendix	Attached to an annex, the district provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

B. Individuals with Access and Functional Needs

The district provides equal access to safety during emergency incidents, required drills, and district approved exercises for students and district personnel with access and functional needs in accordance with [Texas Education Code 37.108\(f\)\(4\)](#) and [37.1086\(a\)](#).

La Vernia ISD designates the Director of Special Education/504 as the person who ensures all district campuses have reviewed all individual education plans (IEP) and 504 plans to identify students who require an accommodation(s) to have access to safety and security during drills and emergency situations. When documented locally, an accommodation(s) must be shared with appropriate campus level personnel and the district's Safety and Security Committee.

La Vernia ISD designates the Director of Special Education/504 as the person who ensures all students who have an IEP, 504, or both, that requires an accommodation(s) to access safety and security during drills and emergency situations is updated in the district's EOP. This includes:

- Updating the Record of Changes each time a change is made.
- Updating the Record of Distribution to include those with a need to be aware of the accommodation(s) provided.
- NOTE: Updates in the EOP must avoid using personal identifying information to protect a student in accordance with the Family Educational Rights and Privacy Act (FERPA).

La Vernia ISD considers the following when locally documenting accommodations:

- Formally documenting the accommodation in the student's IEP and/or 504. This allows for seamless support and advocating of the student's accommodation needs as the student changes classrooms, grade levels, campuses, transition to post-secondary education, and potential changes to the student's IEP/504 identification(s).
- Develop a formally documented, short-cycle cadence for how often accommodations are updated in the district's emergency operations plan. Once the accommodation is identified, it should be quickly documented locally, distributed to necessary staff, and updated in the district's emergency operations plan. Failure to complete these tasks in a timely manner may delay accommodation practice during a drill or access to life saving accommodations during an actual emergency.

C. Facilities and Campuses

La Vernia ISD has a total of 7 facilities. The district has 1 high school, 1 junior high school, 1 intermediate school (3rd to 5th grades), and 1 primary school (PK to 2nd grade). A master list of facilities is available at the La Vernia ISD Administration Building. A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The district's current enrollment is approximately 3,500 students. The district staff comprises approximately 500 employees including district office staff, faculty, administrators, support staff, cafeteria staff, custodial staff, maintenance staff, and transportation staff.

La Vernia ISD Instructional Facilities <i>(real property that is used predominantly for teaching curriculum)</i> <i>as of 7/20/2026</i>				
Name of Facility	Street Address	City	State	Zip Code
La Vernia High School	225 Bluebonnet Rd	La Vernia	TX	78121
La Vernia Junior High School	195 Bluebonnet Rd	La Vernia	TX	78121
La Vernia Intermediate School	369 FM 1346 South	La Vernia	TX	78121
La Vernia Primary School	249 FM 1346 South	La Vernia	TX	78121

La Vernia ISD Non-Instructional Facilities <i>(real property that is not primarily used for teaching curriculum)</i> <i>as of 7/20/2026</i>				
Name of Facility	Street Address	City	State	Zip Code
La Vernia Administration Building	13600 US Hwy 87 W	La Vernia	TX	78121
La Vernia Operations/Support Center	315 Bluebonnet Rd	La Vernia	TX	78121
La Vernia High School Baseball & Softball Fields	137 County Rd 340	La Vernia	TX	78121

D. Portable Building Safety

La Vernia ISD currently has 6 portable buildings as defined in [Texas Administrative Code 61.1036](#). All portable buildings meet the school safety requirements specified within [Texas Administrative Code, 61.1031](#) and are incorporated in the district's Multi-hazard Emergency Operations Plan to include emergency incidents, drills, and exercises, ensuring the safety of students in portable buildings in accordance with [Texas Education Code 37.108\(f\)\(3\)](#).

E. Fire Safety Inspections

When a fire safety inspection is conducted, La Vernia ISD will comply with [Texas Government Code 419.909](#), and ensure the following:

- A fire safety inspection will be performed by an individual certified by the Texas Commission on Fire Protection.
- The inspection will include an examination of each automated external defibrillator (AED) on the school campus to determine whether the defibrillator is fully functional, which must include verifying that the defibrillator's pads and battery have not expired and that the defibrillator's status indicator light indicates that the device is ready for use.
- A representative of the campus will present each AED for inspection.

F. Resources

The district will use district-owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, La Vernia ISD has formal agreements (contracts, interlocal agreements, memoranda of understanding, and/or mutual aid

agreements) with agencies and whole community organizations to ensure the district has access to necessary resources during an emergency incident impacting the district.

The district has formal agreements (contracts, interlocal agreements, memoranda of understanding, and/or mutual aid agreements) with agencies and whole community organizations to ensure they have access to needed district resources during an emergency incident impacting the whole community.

A list of current agreements is found in [Attachment 2: Formal Agreements](#). All current agreements can be obtained through the district's administration office.

4.2 Assumptions

Planning requires a commonly accepted set of assumptions that provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what the district considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

- This EOP is intended to provide guidance but does not imply performance guarantees. The district may deviate from this plan, as necessary.
- Those district members, as well as responding and coordinating agencies listed in the Record of Distribution acknowledge receipt, review, and intend to use this plan during an emergency incident.
- The district must coordinate with external (non-district owned) facilities regarding site-specific plans to identify hazards, including measures to ensure the safety of students, staff, and visitors during district-sponsored or sanctioned extracurricular activities.
- Students, faculty, staff, and substitutes are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.
- Ensures all students who have an IEP, 504, or both, that requires an accommodation have access to safety and security during drills and emergency situations, are updated in the district's emergency planning efforts.
- An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty, staff, and substitutes should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
- Probably or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.
- Emergency incident and disaster efforts will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
- The district is prepared to take initial response actions until help from responding agencies is available.
- Upon arrival, a member of a responding agency (law enforcement, fire, etc.) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident.

- An intentional threat against the district will result in security and law enforcement response actions.
- A quick and appropriate response will reduce the number and severity of injuries.
- Recovery includes the district's obligation to plan for the prompt recovery of services provided by the school district following an emergency incident or disaster.
- A large-scale emergency incident requires an effective and coordinated response between the district, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, staff, and substitutes.
- During an emergency incident, faculty, staff, and substitutes are expected to perform tasks beyond their daily duties.
- Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.
- Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
- The district will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Emergency incidents may result in one or more of the following:
 - Damage or destruction to public and private property.
 - Damage or destruction to public and private records.
 - Displacement of people and families.
 - Disruption of local services (sanitation, emergency medical services, fire, and police). Disruption of utilities (electric, gas, internet, telephone, and water) and daily life activities.
 - Impacts on the environment.
 - Injury or loss of life.
 - Shortages of temporary or permanent housing.
 - Social and economic disruption.
- Achieving and maintaining effective district, whole community, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.
- Proper mitigation actions can prevent or reduce disaster-related loss. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency incidents.
- The district formally adopted and implemented the National Incident Management System (NIMS).

Section 5.0: Concept of Operations

5.1 Approach to Emergency Management

The multi-hazard emergency operations plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each facility and campus will develop and test emergency plans. Faculty, staff, and resources may be limited; however, some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The Superintendent is responsible for emergency management planning for the district and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts. The Superintendent may also identify individuals whose responsibilities are to support the district's emergency management.

[Texas Education Code 37.115\(c\)\(6\)](#) requires the board-adopted policies and procedures for each school district's Threat Assessment and Safe and Supportive Schools Team to ensure that, after an administrator or the team receives information regarding a threat against a campus, a timely notification is provided to each member of the teaching staff, including teacher aides, who may be directly affected. The notification must state that a threat exists, describe the nature of the threat, and include any other pertinent information necessary to protect student and staff safety.

5.2 Emergency Operations Organization

In coordination with [Texas Education Code 37.108\(a\)](#), the district will implement the Incident Command System (ICS) for all planned events and emergency incidents. ICS is a standardized approach used to manage events and emergency operations by clearly defining roles and responsibilities while establishing a formal decision-making structure.

The district ensures all facilities and campuses have developed site-specific emergency plans that address their identified hazards, including measures to ensure the safety of students, staff, and spectators during extracurricular activities sponsored or sanctioned by the district.

5.3 Emergency Training

To improve the district's readiness, La Vernia ISD conducts regular training with students, faculty, staff, and substitutes on the hazards identified in this EOP. Emergency training includes, but is not limited to, required emergency drills and district approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property.

A. Drills

A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. Per [Texas Education Code 37.114](#), [Texas Administrative Code 103.1209](#), and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains each legislatively mandated emergency drill with the definition and frequency in accordance with [Texas Administrative Code 103.1209](#).

Emergency Drill Table		
Definitions are found at Texas Administrative Code 103.1209 .		
Drill	Definition	Frequency
Secure	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to act as protection to deny entry.	One per school year
Lockdown	A response action schools take to secure (close, latch, and lock) 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.	Two per school year (once per semester)
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One per school year
Shelter-in-Place (for either severe weather or 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. 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.	One per school year* *The required Shelter drill may be for either severe weather or HAZMAT

	Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.	
Fire Evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	School districts and open-enrollment charter schools should consult with the local authority having jurisdiction (e.g., fire marshal) and comply with its requirements and recommendations. If a district does not have a local authority, it shall conduct four per school year (two per semester)

B. Exercises

A preparedness training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss of life or property are at risk. Per [Texas Administrative Code 103.1211\(b\)](#), local education agencies (including school districts and open-enrollment charter schools), are not required to conduct active threat exercises; however, should a district choose to conduct an active threat exercise, the district shall ensure the exercise meets requirements specified within [Texas Education Code 37.1141](#).

5.4 Phases of Emergency Management

In compliance with [Texas Education Code 37.108\(a\)](#), this EOP addresses each phase of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor's Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

The district's communications technology and infrastructure allow for clear communication during all phases of an emergency incident or disaster, including measures to ensure the use of standardized response protocol terminology, to facilitate communication between law enforcement, emergency services, district employees, and the public.

The district has identified the following actions for all phases of emergency management.

A. Prevention

Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.

Prevention Actions Table
La Vernia ISD identified the following actions for the prevention phase of emergency management.
Follow procedures for Bullying Prevention according to Texas Education Code 37.0832(c) and district policies and procedures.
Cyberbullying prevention includes faculty, staff, and substitute training with updated legislation and procedures.
Anonymous incident and bullying reporting online via STOPit.
Building access control procedures including key control and cameras.
Student and staff ID system.
Visitor badging and check-in procedures.
Conduct unauthorized intruder training.
Updating camera system.
Unannounced Intruder Detection Audits by state and by district safety and security staff.
Complete a Safety and Security Audit for state accountability every three years and present findings to the District School Safety and Security Committee and the board of trustees as required.

B. Mitigation

Actions that include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an emergency incident and providing value to the public by creating safer communities.

Mitigation Actions Table
La Vernia ISD identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Install barrier fencing around campuses.
Lock exterior doors with video intercom systems.
Enclose vestibules (in progress).
Install weather and intruder resistant doors and keyless entries (in progress).
Ensure bracing and locking of chemical cabinets.
Check technological updates, including protected storage of district information.

C. Preparedness

Actions that include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during emergency incident response.

Preparedness Actions Table
La Vernia ISD identified the following actions for the preparedness phase of emergency management.
Conduct scheduled drills and conducted by campus principals.

Participate in exercises with local law enforcement, county Emergency Services District Fire and EMS, county Office of Emergency Management, and other partner agencies.
Prepare classroom continuity of learning for campus and district level safety committees.
Ongoing principal and assistant principal training for review and continuous improvement of emergency response.
Conduct annual training for all faculty, staff, and substitutes regarding emergency operations procedures.
Ongoing safety reminders to emphasize and review emergency operations procedures.
Conduct employee surveys.

D. Response

Actions that include activities to address the short-term, direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

Response Actions Table
La Vernia ISD identified the following actions for the response phase of emergency management.
Evacuate buildings.
Provide suicide prevention, grief-informed and trauma-informed care, Mental Health First Aid, ALICE actions, Stop the Bleed, CPR, and AED training.
District School Safety and Security Committee members trained in Psychological First Aid (PFA).
Provide transportation resources when needed.
School Resource Officers contracted through the City of La Vernia Police Department serve as the first responders employing partner agencies as appropriate.

E. Reunification

Actions that establish and implement procedures to ensure the safe and secure reunification of students with their parents or guardians following an emergency. This action includes maintaining accountability of all students, verifying parent/guardian authorization prior to release, coordinating with law enforcement and emergency services, and communicating clearly with stakeholders throughout the process.

Reunification Actions Table
La Vernia ISD identified the following actions for the reunification phase of emergency management.
Develop and maintain a reunification plan as part of the district's emergency operations plan (EOP) to include procedures that use standardized protocol terminology (Standard Reunification Method—SRM) to ensure consistent and clear communication among law enforcement, emergency services, staff, students, and the public.

Incorporate standard reunification measures (Standard Reunification Method—SRM) within the district’s EOP that align with ensuring a structured, accountable, and secure process for reuniting students with parents or guardians following an emergency incident or evacuation.
Establish a designated reunification site(s) that is safe, secure, and accessible.
Account for all students and staff before, during, and after transport to a reunification site.
Verify parent/guardian identity and authorization prior to releasing students, following district policy and Family Education Rights and Privacy Act (FERPA) guidelines.
Coordinate with law enforcement, emergency responders, and transportation services to ensure site security and safe operations.
Communicate clearly and consistently with parents/guardians, staff, and the whole community using pre-identified methods (e.g. call-out system, website, media).
Provide accommodations for students with access and functional needs during the reunification process.
Document student release to parents/guardians to maintain legal accountability.
Conduct training, tabletop exercises, and exercises with staff and partners (internal and external) to test and improve reunification procedures.

F. Recovery

Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

Recovery Actions Table
La Vernia ISD identified the following actions for the recovery phase of emergency management.
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.
Account for students and employees after a county evacuation and communicate district updates and plans.
Activate the Comprehensive Counseling Plan, along with outside agency support, for students and staff.
Provide crisis intervention and support with a trained crisis and grief counseling team, including requesting support from Education Service Center—Region 20.
Restore utilities.
Conduct facilities assessment and readiness evaluation.
Reopen the district with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) and Texas Department of Emergency Management (TDEM) documentation.
Debrief the emergency response measures and update any needed documentation, procedures, policies, etc.

5.5 Physical and Psychological Safety

The physical safety of students, faculty, staff, substitutes, and the whole community during an emergency incident is addressed throughout each annex. In addition to physical safety, La Vernia ISD EOP ensures provisions for supporting the psychological safety of students, faculty, staff,

substitutes, and the whole community during the response and recovery phase following a disaster or emergency. These provisions are aligned with programs and research-based practices in accordance with [Texas Education Code 37.108](#) and in alignment with [Texas Education Code 38.351](#).

This EOP, in compliance with [Texas Education Code 37.108\(f\)\(6\)\(B\)](#), includes strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel. For additional information regarding physical and psychological safety, refer to the Psychological Resilience Annex.

5.6 Breaching Tool and Ballistic Shield

In accordance with [Texas Education Code 37.1171](#), each campus must maintain at least one breaching tool and one ballistic shield available for use at each campus in the event of an active shooter incident.

For additional information regarding the breaching tool and ballistic shield, refer to the Active Shooter Appendix.

Section 6.0: Assignment of Responsibilities

This section provides an overview of the responsibilities of district personnel during each phase of emergency management. Key personnel in the following tables have been trained in the National Incident Management System (NIMS) and the Incident Command System (ICS) to ensure effective emergency management planning and decision making.

While it is expected that personnel will take action to manage an incident until response agencies arrive, there are additional responsibilities prior to, and after an incident, that personnel will need to fulfill. We acknowledge that the primary responsibility concerning the response to an incident needs to be assigned to the individual who has the most subject matter expertise to managing the incident.

Tables signifying roles, responsibilities, and during which phase of emergency management each responsibility is to be fulfilled are located on the following pages.

Roles and Responsibilities for Emergency Management Phases Tables	
Prevention Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Assume responsibility and/or designate an individual(s) responsible for emergency management planning.
	Collaborate with Director of Safety and Security to identify individuals whose responsibilities are to support emergency management.
	Obtain ICS training to ensure effective communication with first responders during an emergency incident or disaster.
Director of Safety and Security	Assume responsibility for emergency management planning.
	Along with Superintendent, identify individuals whose responsibilities are to support emergency management.
	Obtain ICS training to ensure effective communication with first responders during an emergency incident or disaster.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Communicate with the District School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Create and review with legal counsel formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
District Public Information Officer (PIO)	Obtain ICS training to ensure effective communication with first responders during an emergency incident or disaster.
	Obtain state-mandated PIO training to ensure effective communication of public information during an emergency incident or disaster.
Principal(s)	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.

	Obtain ICS training to ensure effective communication with first responders during an emergency incident or disaster.
Executive Leadership Team (ELT)	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Chief Financial Officer	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents in partnership with the Director of Safety and Security.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Health Services Coordinator and Nurses	Organize first aid and medical supplies.

Mitigation Phase

Responsible Role	Actions and Responsibilities
Superintendent	Assume responsibility and/or designate an individual(s) responsible for emergency management planning.
	Along with Director of Safety and Security, identify individuals whose responsibilities are to support emergency management.
Director of Safety and Security	Assume responsibility for emergency management planning.
	Along with Superintendent, identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Communicate with the District School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Create and review with legal counsel formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Executive Leadership Team (ELT)	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Chief Financial Officer	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents in partnership with the Director of Safety and Security.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Health Services Coordinator and Nurses	Organize first aid and medical supplies.

Preparedness Phase

Responsible Role	Actions and Responsibilities
Superintendent	Assume responsibility and/or designate an individual(s) responsible for emergency management planning.

	May designate an individual to serve as the emergency management coordinator who oversees emergency management.
	In collaboration with Director of Safety and Security, identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Establish a line of succession for decision making during an emergency incident.
	Appoint a Public Information Officer (PIO) that has responsibility as the official spokesperson for the district during an emergency.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Director of Safety and Security	Assume responsibility for emergency management planning.
	Serve as the emergency management coordinator who oversees emergency management.
	Along with Superintendent, identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Communicate with the District School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Create and review with legal counsel formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Collaborate with the Superintendent to establish a line of succession for decision making during an emergency incident.
	Ensure this EOP is reviewed annually and updated as necessary.
	Assist Principal(s) to develop campus site-specific emergency operation plans.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Take steps to ensure adequate staff resources are trained in district and/or campus reunification plans and procedures.
	Coordinate, document, and conduct after-action reviews following drills, exercises, and trainings, including
	Participate in drills, exercises, and trainings.
	Protect, maintain, and store essential records in accordance with legal requirements.
Principal(s)	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings, and after-action reviews of each.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Health Services Coordinator and Nurses	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Teachers and Faculty	Participate in drills, exercises, and trainings.

Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings.
District School Safety and Security Committee	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the Board of Trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry maintained by the TxSSC.
	Provide information required to complete the safety and security audit, audit report, or other reports submitted to the TxSSC.
	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b) .
	Ensure a Safety and Security Audit Report is submitted to the Board of Trustees.
	Review reports submitted to the TxSSC to ensure accuracy, completion, and criteria established regarding all district facilities.
	Consult with local law enforcement agencies for increased presence near campuses.
	Ensure bleeding control stations are present and easily accessible.
	Meet at least once during each semester and at least once during the summer, as required by Texas Education Code 37.109(c) .
	Attend Psychological First Aid Training.
Executive Leadership Team (ELT)	Provide policy and strategy guidance.
	Ensure adequate resources are available.
Director of Operations and Transportation Coordinator	Develop plans to recall bus drivers in the event of an evacuation and/or reunification.
	Participate in drills, exercises, and trainings.
Director of Operations and Maintenance Coordinator	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.
Director of Child Nutrition	Develop plans for inventorying existing food and supplies.
	Participate in drills, exercises, and trainings.
Chief Financial Officer	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents in partnership with the Director of Safety and Security.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.
Director of Special Education/504	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
	Supervises the formal documentation of the accommodation(s) in students' IEP and/or 504 for emergency drills and incidents.

Response Phase	
Responsible Role	Actions and Responsibilities

Superintendent	Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Ensure adequate resources are available.
	Ensure prompt recovery for the safety and security of students, staff, and visitors.
	Establish a line of succession for making district decisions during an emergency incident.
	Assign a district representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate district activities during the whole community response to an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Advise the Board of Trustees on emergency incidents and provide reports as needed.
Director of Safety and Security	Activate this EOP, in part or in whole, in collaboration with the Superintendent to provide for an effective response to an emergency incident.
	Oversees emergency management during an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the district's EOP.
	Provide guidance to campus administrators during emergencies as needed.
	Ensure prompt recovery for the safety and security of students, staff, and visitors.
	Protect, maintain, and store essential records in accordance with legal requirements.
Principal(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assume responsibility for emergency management on their campus.
	Assist with reunification of students with parents or guardians.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assist with reunification of students with parents or guardians.
Health Services Coordinator and Nurses	Administer First Aid or emergency treatment, as needed.
	Supervise those trained to provide first aid to others.
	Assist with reunification of students with parents or guardians.
Teachers and Faculty	Remain with students until directed otherwise.
	Take attendance of their class when relocating to a safe location.
	Assist with reunification of students with parents or guardians.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the district during an emergency.
Director of Operations and Transportation Coordinator	Operationalize plans to recall bus drivers, as needed.
	Operationalize plans to adjust bus routes, as needed.
	Assist with reunification of students with parents or guardians.
Director of Operations and Maintenance Coordinator	Operationalize plans for surveys and report on the condition of buildings, as needed.
	Assist with reunification of students with parents or guardians.
Director of Child Nutrition	Operationalize plans for inventorying existing food and supplies.
	Assist with reunification of students with parents or guardians.

Executive Leadership Team (ELT)	Assist with reunification of students with parents or guardians.
Chief Financial Officer	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents in partnership with the Director of Safety and Security.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.
	Assist with reunification of students with parents or guardians.

Reunification Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Ensure district-wide reunification plans and policies are in place and compliant.
	Authorize and oversee implementation of the reunification plan during an emergency.
	Communicate with the school board, local officials, and media as appropriate.
	Ensure adequate resources (staff, tools, and equipment) are available for reunification.
	Inform Board of Trustees of situations and decisions.
Director of Safety and Security	Develop, review, and update reunification plans and procedures as part of the district's Emergency Operations Plan (EOP).
	Ensure alignment with state law, best practices, and training requirements.
	In collaboration with the Superintendent, ensure district-wide reunification plans and policies are in place and compliant.
	In collaboration with the Superintendent, authorize and oversee implementation of the reunification plan during an emergency.
	Activate district and/or campus reunification plan(s) and designate reunification sites.
	Notify the county Office of Emergency Management that a reunification is taking place.
	Coordinate messaging regarding reunification with the district Public Information Officer (PIO).
	Ensure adequate resources (staff, tools, and equipment) are available for reunification.
	Provide guidance to campus administrators during emergencies as needed.
	Appoint a Reunification Site Supervisor to manage reunification site using ICS principles.
	Coordinate with law enforcement, emergency responders, and district staff on safe student release.
	Conduct and document after-action reviews.
	Evaluate effectiveness of reunification exercises and recommend improvements.
Principal(s)	Activate and lead campus evacuation to designated reunification site(s).
	Account for all students and staff before releasing students.

	Maintain communication with Incident Command (IC) or Unified Command (UC) and Director of Safety and Security regarding progress and issues.
	Participate in after-action reviews.
	Verify parent or guardian identity and authorization prior to releasing students.
	Coordinate with the Director of Safety and Security, law enforcement, and emergency responders on safe student release.
Counselor(s)	Provide emotional support and guidance to students, staff, and parents or guardian during reunification.
	Assist in managing student anxiety, trauma, or confusion during the release process.
	Coordinate with outside mental health resources if needed.
Health Services Coordinator and Nurses	Monitor and address student health needs during reunification.
	Provide first aid or medical assistance if necessary.
	Maintain records of any medical interventions and communicate critical information to parents or guardians.
Teachers and Faculty	Supervise and account for students in their care until reunification begins.
	Assist with orderly movement of students to reunification areas.
	Provide emotional support and reassurance to students during reunification.
Public Information Officer (PIO)	Communicate accurate, timely, and consistent information to parents or guardian(s), media, and the whole community.
	Provide updates on reunification procedures, status, and locations.
	Serve as the official spokesperson for the district during emergencies.
	Participate in after-action reviews.
Executive Leadership Team (ELT)	Evaluate effectiveness of reunification exercises and recommend improvements.
	Assist with accounting for and reunification of students with parents or guardians.
	Support documentation of student release and emergency actions.
	Advise on compliance with Texas Education Code (TEC), Family Educational Rights and Privacy Act (FERPA), and other relevant laws.
Director of Operations and Transportation Coordinator	Manage buses or vehicles for safe student evacuation or transport to reunification sites.
	Coordinate with the Director of Safety and Security, campus administrators, and law enforcement to ensure students are safely moved.
	Maintain accurate records of students transported off-campus or between sites.
Director of Operations and Maintenance Coordinator	Ensure safety and accessibility of reunification site(s).
	Set up barriers, signage, and secure perimeters as needed.
	Assist law enforcement with crowd control and facility support.
Director of Child Nutrition	Provide water, snacks, or emergency meals to students and staff at reunification sites if needed.
	Ensure hygienic and safe distribution in coordination with safety staff.
Chief Financial Officer	Tracking emergency incident costs including expenditures and purchases.
	Arrange memorandum of understanding and legal documents in partnership with the Director of Safety and Security.
	Track timekeeping for emergency responders or contracted services.

	Prepare and submit documentation for reimbursement.
Director of Special Education/504	Ensures the district accommodates and includes individuals with disabilities, access and functional needs in reunification plans.
	Supervises and accounts for students in their care until reunification begins.
	Supervises and accounts for students in their care during reunification.

Recovery Phase	
Responsible Role	Actions and Responsibilities
Superintendent	Advise the Board of Trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
	Take steps to ensure prompt recovery operations for the overall safety of students, faculty, staff, and substitutes at each campus.
Director of Safety and Security	Advise the Superintendent on emergency incidents and provide reports as needed.
	Assist the Superintendent in taking steps to ensure prompt recovery operations for the overall safety of students, faculty, staff, and substitutes at each campus.
	Participate in after-action reviews.
	Assist Principal(s) with emergency management response on their campus.
	Create and review with legal counsel formal agreements with agencies and whole community organizations to ensure the district has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Principal(s)	Take steps to ensure prompt recovery operations for the overall safety of students, faculty, staff, and substitutes on their campus.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Health Services Coordinator and Nurses	Organize first aid and medical supplies.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Teachers and Faculty	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Director of Operations and Transportation Coordinator	Ensure condition of transportation buildings, buses, and drivers.
	Adjust bus routes.
Director of Operations and Maintenance Coordinator	Develops plans for surveys and reports on the condition of buildings.
	Participate in after-action reviews.
Director of Child Nutrition	Develop plans for inventorying existing food and supplies.
	Participate in after-action reviews.
Chief Financial Officer	Tracking emergency incident costs including expenditures and purchases.

	Arrange memorandum of understanding and legal documents in partnership with the Director of Safety and Security.
	Track timekeeping for emergency responders or contracted services.
	Prepare and submit documentation for reimbursement.

Section 7.0: Direction and Control

7.1 General Information

Direction refers to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

Control refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being carried out as planned and within established parameters. This includes overseeing the performance of all involved parties, assessing progress, and adjusting tactics or resources as necessary to meet objectives.

The Superintendent, as the Senior Official, and/or Director of Safety and Security will provide guidance for the direction and control of an emergency incident. The district should implement the **Incident Command System (ICS)** to manage the emergency incident:

1. The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC) until relieved by the appropriate responding agency.
2. The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.
3. The ICS structure is the district organization that will be used involving all emergency incidents on district property.
4. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to district officials and responding agencies.
5. When an emergency incident expands beyond the district's response capabilities, multiple agencies may respond bring with them their own IC. As a result, the district IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.
6. If the first IC is a district employee, that individual will be prepared to become a member of the UC and represent the district.

If an emergency incident impacts the whole community, the Wilson County Office of Emergency Management may activate their Emergency Operations Center (EOC) to manage the response efforts. Upon request, a district representative with decision-making authority may support the EOC to support and coordinate district activities.

7.2 Chain of Command

In accordance with [Texas Education Code 37.108\(f\)\(1\)](#), the district has established the following line of succession for making district decisions during an incident.

1. Primary – Superintendent of Schools
2. Secondary – Director of Safety and Security
3. Tertiary – Executive Director of Human Resources

4. Chief Financial Officer
5. Principals

7.3 Agency Coordination

In accordance with [Texas Education Code 37.108\(a\)\(5\)](#), La Vernia ISD has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, EMS departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in district drills, exercises, trainings, and after-action reviews.

Response Agencies			
Agency	Agency Point of Contact(s)	Phone Number	Email
Texas Department of State Health Services (DSHS) – Region 8	Lillian Ringsdorf, MD, MPH	(210) 949-2000 (210) 949-2001 (Direct) (210) 265-7444 (Cell) (210) 949-2121 (Public Health Emergency)	Lillian.ringsdorf@dshs.texas.gov Region8@dshs.texas.gov
La Vernia Police Department (LVPD)	Chief Donald Keil	(830) 779-4541 (830) 581-9316 (Cell)	dkeillvpd@lavernia-tx.gov
Wilson County Sheriff's Office	Deputy Chief Clint Garza	(830) 391-2618 (830) 393-2535	cgarza@wilsoncountytexas.gov
Wilson County ESD – District 1 Fire	Chief Chris Thompson Deputy Chief Bobby Blankenship Kyle O'Neal, Fire Battalion Chief	(830) 779-2438 (830) 216-3562 (On-Duty Phone)	Chris.thompson@district1fire.com koneal@district1fire.com
Wilson County ESD – District 3 EMS	David Rice, EMS Chief Paramedic Levi Scriven, EMS Battalion Chief Paul De La Garza, Battalion Chief	(830) 581-0380 (830) 391-3448 (830) 391-3287 (830) 391-0386 (830) 391-0380	David.rice@wcesd3.net Levi.scriven@wcesd3.net Paul.delagarza@wcesd3.net

Wilson County Office of Emergency Management	Cindy Stafford	(830) 734-6955 (Cell) (830) 393-8573	emc@wilsoncountytexas.gov
Texas Department of Public Safety (DPS) – Texas Highway Patrol	Sgt. Brandon Biggins	(210) 552-0897	brandon.biggins@dps.texas.gov
Wilson County Precinct 3 Constable	Blake Liedka	(830) 270-7109	bliedka@wilsoncountytexas.gov
Texas Parks & Wildlife –Game Warden, Wilson County	Rob Frets	(210) 213-9181	Rob.frets@tpwd.texas.gov
Texas Department of Emergency Management (TDEM) – Region 6	John Tyler	(830) 849-2152	John.tyler@tdem.texas.gov

Other Agencies			
Agency	Agency Point of Contact(s)	Phone Number	Email
Connally Memorial Hospital (Floresville)		(830) 393-1400	
Baptist Children’s Hospital at North Central Baptist Hospital (San Antonio)		(210) 297-4000	
Methodist Children’s Hospital (San Antonio)		(210) 575-5437	
Women’s & Children’s Hospital – University Health (San Antonio)		(210) 358-4000	
CHRISTUS Children’s Hospital (San Antonio)		(210) 704-2011	
Clarity Child Guidance Center (San Antonio)		(210) 616-0300	
Camino Real – Wilson County C&A MH Clinic (Floresville)		(830) 216-2004	

Section 8.0: Public Information Officer

In accordance with [Texas Government Code 411.3735](#) and [418.331—418.335](#), the district shall employ or appoint a Public Information Officer (PIO) responsible for communicating with the public, media, and stakeholders during emergencies and disasters. The district Public Information Officer (PIO) is the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

8.1 Goal of the Public Information Officer (PIO)

The goal of the Public Information Officer is to ensure the timely, accurate, and coordinated release of information to students, parents, staff, media, and community stakeholders during emergencies and routine school operations. The PIO works to build and maintain trust by providing clear, consistent messaging that promotes student and staff safety, and public safety that supports the district's operational objectives, and reduces misinformation.

8.2 PIO Responsibilities During Normal Operations

During normal operations, the district's PIO responsibility is promoting the school and educating the public about the educational accomplishments and the variety of services and programs the district provides. Under the general direction of the Superintendent, the PIO:

- Develops and implements strategic communications regarding all aspects of the district's public information plan.
- Advises and manages effective media, community, and public relations.
- Maintains editorial and graphics standards.
- Facilitates public information and community relations activities, events, and projects, inclusive of internal and external communications.
- Developing strategies and procedures for working effectively with the media.

8.3 PIO Responsibilities During an Emergency

During an emergency, the district PIO is responsible for communicating with the public and with the media. The PIO ensures the community understands what is happening during an emergency incident and disaster. The media also needs accurate and timely information to mitigate public anxiety and mistrust. Other critical duties of the PIO during an emergency are as follows:

- Hosting press conferences to announce significant news or address crises.
- Preparing press releases, speeches, articles, social media posts, and other materials for public consumption.
- Maintaining good working relationships with media organizations.
- Collaborating with district administration to ensure a cohesive public image.
- Speaking directly to the public or media to address questions and represent the organization.

8.4 PIO Training Requirements

The district requires its PIO to have attended the following minimum trainings as listed in the Communications Annex:

- The designated PIO must obtain certification in emergency communications from the Texas Division of Emergency Management (TDEM) within one year of hire or appointment.
- After initial certification, the PIO shall complete TDEM-approved continuing education in emergency communications at least once every 12 months.
- Required training must include, at a minimum:
 - National Incident Management System (NIMS)
 - Incident Command System (ICS)
 - Core emergency communication and public information skills (e.g., media relations, coordinated messaging, rumor control)
- The district shall maintain records verifying the PIO's certification and continuing education, submit such records to TDEM, and make them available for inspection upon request.
- PIOs appointed prior to the effective date of this law must obtain the required certification no later than September 1, 2026.

Section 9.0: Administration and Support

9.1 Purchasing

The district follows established purchasing policies to include, but not limited to:

- Overseeing all financial activities during an emergency incident, including purchasing resources.
- Arranging contracts for services.
- Tracking all hazard related expenses.
- Timekeeping for personnel.
- Verifying compliance with applicable laws and policies for financial coding.
- Submitting forms for reimbursement.
- Preserving all emergency incident-related documentation.

The district is a political division of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The district is a tax-exempt entity and will supply tax-exempt verification upon request.

9.2 Reporting

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident <https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Form Table		
Form Number	Type	Description
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages easily tracked and recorded during emergency incident response efforts.
ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

9.3 Recordkeeping

The Superintendent should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

- A. The following records will be kept during an emergency incident and retained in the manner described in the district's record management policy such as:
 1. Records related to purchases.

2. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
 3. Long-term resources or requests for additional resources through formal agreements or contracts.
- B. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.
- C. Essential records are necessary for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

Section 10.0: Development and Maintenance Process

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-action reviews (AARs) will be conducted by the district a following drills, exercises, planned events, and emergency incidents. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or emergency incident; and becomes a catalyst for updating the current EOP. An Improvement Plan (IP) should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.
- The current EOP will be reviewed annually by the District School Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review has been completed by the Director of Safety and Security and by the Superintendent. This review process also includes AAR feedback captured from the previous annual review.
- Once the annual review has been completed, minor edits (such as grammar or spelling changes) require no notification to stakeholders. Significant changes (such as changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- At the end of the review and comment period all significant changes will be recorded in the [Record of Changes and Annual Review Table](#). The Record of Changes and Annual Review Table verifies the EOP has been reviewed annually. The terms “Review,” “Revise,” or “Update” may be used when annotating the summary of significant changes. The word “annual” may be used if no significant changes were made to the current EOP annual reviews.
- The annually updated EOP will be forwarded to the Superintendent for the Superintendent’s pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.
- The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an emergency incident by internal and external stakeholders responsible for assisting the district during all phases of emergency management.

Section 11.0: Explanation of Terms

11.1 Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
CERT	Cardiac Emergency Response Team
DSHS	Texas Department of State Health Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
MERT	Medical Emergency Response Team
NIMS	National Incident Management System
PIO	Public Information Officer
TDEM	Texas Department of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

11.2 Definitions

Access and Functional Needs—Temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Accountability—For the purposes of this emergency plan, accountability refers to safety and security of students, staff and other stakeholders.

Actions—Critical activities that need to be accomplished during all phases of emergency management.

Agreements—Consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the district, responding agencies, and whole community organizations to ensure resources are available during an emergency incident.

Ballistic Tool—A protective or entry-support device designed to withstand or counter ballistic threats, such as shields or specialized equipment used by law enforcement to provide cover or penetrate barriers under firearm-related conditions.

Breaching Tool—A device or piece of equipment designed to forcibly gain entry into a locked, blocked, or secured area (e.g., doors, windows, or gates) during an emergency response. Examples include rams, Halligan bars, or cutting tools.

Chain of Command—The line of authority and responsibility.

Contracts—Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Coordinating Agencies—The collaboration between different agencies to address emergency incident concerns or challenges.

District—Refers to an independent school district and an open-enrollment charter school.

District Personnel—Includes faculty, staff, and substitute personnel authorized to carry out official duties in support of campus and district operations.

District School Safety and Security Committee (DSSSC)—A collaborative team of individuals that is responsible for developing, reviewing, and updating the district's Multi-hazard Emergency Operations Plan (EOP).

Donations Management—The coordination processes used to support the state in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support emergency incidents.

Drill—A preparedness activity designed to train individuals on responding effectively during an incident when loss of life or property are at risk.

Exercise—A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an incident when loss of life or property are at risk.

Hazard—A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Human-Caused Hazard—An adversarial hazard (active shooter, vehicle ramming, etc.).

Improvement Plan—Dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness.

Incident—A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan (IAP)—A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post (ICP)—The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System (ICS)—The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Incident Commander (IC)—The individual who has overall responsibility for managing the response to the incident.

Interlocal Agreement—Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Memoranda of Understanding (MOU)—An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one district, agency, or organization to another and defines the responsibilities of the parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.

Mutual Aid Agreement—A formal written agreement between the district and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of roughly comparable value, if required.

National Incident Management System (NIMS) —A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Natural Hazard—A hazard caused by an act of nature (tornado, earthquake, etc.).

Parent—Refers to any parent, guardian, or authorized adult, or other individual standing in a parental role who is authorized to take custody of a student during reunification.

Portable Building—Temporary or relocatable structure located on school property and used for instructional, administrative, or support purposes, subject to the same safety, accountability, and emergency procedures as permanent facilities.

Public Information Officer (PIO)—A responsible role in the Incident Command Structure

Resources—Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Superintendent—The educational leader and the chief executive officer of the school district.

Technological Hazard—A hazard caused by an accident or the failures of systems or structures (major utility loss, train derailment, etc.).

Texas Division of Emergency Management (TDEM)—Coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters. They implement plans and programs to help prevent or lessen the impact of emergencies and disasters.

Unified Command—Similar to the Incident Commander; however, now two or more individuals, with authority in different agencies, join together to create one leadership role that has overall responsibility for managing the response to the incident.

Whole Community—Also known as whole community approach, to include students, staff, families, first responders, community partners, volunteers, and local agencies in planning, preparing for, responding to, reunify, and recovering from emergency incidents and disasters together.

Section 12.0: Attachments

Attachment 1: District Hazard Analysis

La Vernia ISD has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the district's ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The District Hazard Analysis provides a numerical score for district identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact to Property
- Impact or Duration to District Continuity of Operations

District Hazard Analysis Summary Data

Texas School Safety Center Hazard Analysis (TxSSC)

Natural Hazards (acts of nature)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Communicable Disease	1	4	2	1	4	12
Drought	1	4	1	0	0	6
Extreme Temperatures (Hot or Cold)	1	4	2	2	3	12
Flooding (river or tidal)	2	3	4	3	4	16
Hailstorms	2	3	2	2	2	11
Hurricane/Tropical Storm	2	3	2	2	3	12
Lightning	4	4	3	3	2	16
Pandemic	1	3	4	1	4	13
Severe Winds (Storm /High Winds)	3	4	2	3	2	14
Tornadoes	4	2	4	3	3	16
Wildfire (WUI)	3	2	2	3	4	14
Winter Weather (Storm/Ice Storm)	1	4	2	3	4	14
						0
Technological Hazards (accidents or the failures of systems and structures)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Fire	4	2	2	3	3	14
Hazard Release - Chemical	4	1	3	2	3	13
Information Technology Disruption	2	4	1	2	4	13
Power Failure (Outage)	4	4	1	2	3	14
Transportation Accident	4	3	5	2	2	16
Utility Interruption (school infrastructure)	4	4	1	1	2	12
Water Contamination	4	2	3	0	2	11
						0
Human Caused Hazards (adversarial)	Readiness Time (0-4)	Probability (0-4)	Health and Life Safety (1-5)	Impact to Property (0-4)	Impact Duration to District Continuity (0-4)	Final Score
Active Shooter / Assailant	4	2	5	3	4	18
Arsonist Attack	4	2	4	3	4	17
Blunt Force Attack	4	2	4	1	4	15
Bomb or Explosive Device	4	2	5	3	4	18
Cyber Attack	4	4	1	2	3	14
Domestic Violence & Abuse	4	3	3	3	2	15
Law Enforcement Activity (bailout, fugitive search)	4	3	2	0	1	10
Mass shooting	4	2	5	3	4	18
Sharp Object Attack (stabbing, slashing)	4	2	4	2	4	16
School Violence (Bullying)	4	3	2	0	1	10
Vehicle Ramming	4	2	4	3	3	16
						0

Attachment 2: Formal Agreements

A. Resources and Services Needed by the District

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the district has access to needed resources, goods, services, and personnel during an emergency incident impacting the district.

District Resource and Service Table		
La Vernia ISD		
Agency	Type of Agreement	Resource(s)
La Vernia Police Department	Interlocal Agreement	SRO services and police services.
City of La Vernia	Informal Agreement	City Park and City Park parking lot usage.
Grace Bible Church	MOU	Reunification site
St. Ann's Catholic Church	MOU	Reunification site
La Vernia Chamber of Commerce	MOU	Reunification site

B. Resources and Services Needed by Agencies

The district has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-governmental organizations (NGOs), private sectors, etc.) to ensure they have access to needed district resources, goods, services, and personnel during an emergency incident impacting the whole community.

Agencies and Whole Community Table		
La Vernia ISD		
Agency	Type of Agreement	Resource(s)
City of La Vernia	Memorandum of Understanding	Flood evacuation and transportation

Attachment 3: School Safety and Security Committee

Although additional agencies may be added, in accordance with [Texas Education Code 37.109\(a-1\)](#) and to the greatest extent practicable, the School Safety and Security Committee members will include the following (see the compliant agency information in the School Safety and Security Members Table):

School Safety and Security Committee Members Table		
Agency/Role	Name	Title
La Vernia ISD	Dr. Hensley Cone	Superintendent
La Vernia ISD	Shawn Strey	President, Board of Trustees
La Vernia ISD	Drew Hurley	Board of Trustees
La Vernia ISD	Jeff Towns	Board of Trustees
La Vernia ISD	Ryan Doege	Board of Trustees
La Vernia ISD	Stewart Krisch	Board of Trustees
La Vernia ISD	Jimmy McFadin	Board of Trustees
La Vernia ISD	Dr. Eryn Pierdolla	Board of Trustees
La Vernia ISD	Howard Wilen	Director of Safety and Security; Parent
La Vernia ISD	Shelley Keck	Executive Director of Human Resources
La Vernia ISD	Valerie Frazier	Director of Public Relations; Public Information Officer (PIO)
La Vernia ISD	Johanna Hagan	Director of Special Education/504
La Vernia ISD	Alysha Evans	Health Services Coordinator
La Vernia ISD	Alicia Grant	Lead Counselor
La Vernia ISD	Eric Nerio	Campus Safety Specialist
La Vernia ISD	Shayne Pederson	Campus Safety Specialist
La Vernia ISD	Lawrence Martinez	Campus Safety Specialist
La Vernia ISD	Stephen Aguilar	Campus Safety Specialist
La Vernia ISD	Jacob Lopez	Assistant Principal, LVJHS
La Vernia ISD	Leona Scull-Hons	Teacher (LV Primary); Parent
La Vernia ISD	Amy Maytum	Teacher (LVHS); Parent
Wilson County Office of Emergency Management	Cindy Stafford	Emergency Management Coordinator
Wilson County Office of Emergency Management	Kenny Miller	Assistant Emergency Management Coordinator
Wilson County Office of Emergency Management	Wendy Grant	Public Information Officer (PIO)
Texas Department of Emergency Management	John Tyler	County Liaison Officer, Region 6 – Wilson County
La Vernia Police Department	Donald Keil	Police Chief
La Vernia Police Department	Kacie James	Admin
La Vernia Police Department	Richard Nichols	School Resource Officer
Wilson County, Precinct 3	Blake Liedka	Constable
Texas Department of Public Safety (DPS)	Brandon Biggins	Sargent
Texas Department of Parks and Wildlife (TDPW)	Rob Frets	Game Warden

Wilson County Sheriff's Office (WCSO)	Clint Garza	Deputy Chief
Wilson County Emergency Services District 1	Chris Thompson	Fire Chief
Wilson County Emergency Services District 1	Bobby Blankenship	Deputy Fire Chief
Wilson County Emergency Services District 1	Tyler Dietert	Fire Battalion Chief
Wilson County Emergency Services District 1	Kyle O'Neal	Fire Battalion Chief
Wilson County Emergency Services District 3	David Rice	EMS Chief Paramedic
Wilson County Emergency Services District 3	Levi Scriven	EMS Battalion Chief
Wilson County Emergency Services District 3	Paul De La Garza	EMS Battalion Chief
Grace Bible Church	Stacy Simmons	Facilities Director; Community Member

In accordance with [Texas Education Code 37.109](#), except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to [Chapter 551, Government Code](#), as the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the Board of Trustees. The *School Safety and Security Committee Meetings Schedule* includes data concerning the previous year's meetings.

Record of School Safety and Security Committee Meetings	
Meeting Date	Meeting Time
October 23, 2019	
December 12, 2019	
May 19, 2020	
July 23, 2020	
November 4, 2020	
January 26, 2021	
November 19, 2021	
March 25, 2022	
June 8, 2022	
June 23, 2022	
October 26, 2022	
May 16, 2023	
July 26, 2023	
November 14, 2023	
May 18, 2024	
July 18, 2024	
December 10, 2024	
May 14, 2025	

August 28, 2025	10:00 AM
December 11, 2025	10:00 AM
April 8, 2026	10:00 AM
July 31, 2026	10:00 AM

Attachment 4: Safety and Security Audits

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with [Texas Education Code 37.108\(b\) and \(c\)](#). La Vernia ISD, or a person included in the registry established by the Texas School Safety Center (TxSSC) under [Texas Education Code 37.2091](#), who was engaged by the district to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of education. A Safety and Security Audit Report has been submitted to the Board of Trustees and signed by the Superintendent and the Board of Trustees in compliance with [Texas Education Code 37.108\(c\)\(1\)](#).

Safety and Security Audits Table				
Date Audit Conducted	Agency or Consultant Conducting the Audit	Name of Person Conducting the Audit	Date Audit Report Submitted to the Board of Trustees	Place an "X" if the same Agency or Consultant Conducted the Audit and developed the district's EOP
4/27/2020	La Vernia ISD	Dr. Michael Duffek		X
5/16/2023	La Vernia ISD	Dr. Michael Duffek		X
5/16/2026	La Vernia ISD	Howard Wilen		X

Attachment 5: Distribution of Emergency Maps and First Responder Walkthroughs

La Vernia ISD has developed and documented accurate emergency response maps for each campus and school building. These maps reflect current site and floor plans, access control points, and exterior door numbering standards.

In compliance with [Texas Education Code 37.108\(f\)\(10\)](#) and [37.117\(a\)\(1\)](#), updated copies have been provided to the Texas Department of Public Safety (TxDPS), as well as to all appropriate local law enforcement agencies and emergency first responders (Police, Fire, and EMS).

The district will provide accurate maps to each emergency services district (ESD) located in whole or in part within the school district in accordance with Texas Education Code [37.108\(f\)\(10\)](#) and [37.117\(b\)](#).

La Vernia ISD contracts with Critical Response Group (CRG), Inc. for emergency response map development and digital distribution to state and local first responder agencies. The district likewise provides physical copies of emergency response maps to local first responder agencies. The district updates emergency response maps with CRG as needed.

Maps submitted through the [Texas DPS Emergency Response Map Submission Page](#).

Emergency Map Certification		
Date Provided Map	Agency Receiving Map	Agency Staff Name Receiving Map
8/1/2023	Texas Department of Public Safety	Sgt. Brandon Biggins
10/2/2023	Texas Department of Public Safety	Sgt. Brandon Biggins
4/8/2024	Wilson County Fire & Rescue District 1	Chief Chris Thompson
4/10/2024	La Vernia Police Department	Chief Donald Keil
4/10/2024	La Verna EMS District 3	David Rice
4/10/2024	Wilson County Constable	Blake Liedka
8/6/2024	Wilson County Sheriff's Office	Clint Garza

La Vernia ISD has provided an opportunity to conduct a walkthrough of each district campus and school building to the Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, and EMS) using the district-provided map, in compliance with Texas Education Code [37.108\(f\)\(10\)](#) and [37.117\(b\)](#).

A walkthrough by the Texas Department of Public Safety was requested through [Texas DPS Contact a Trooper](#).

Walkthrough Certification Statement			
Date Walkthrough Offered	Agency Contacted	Agency Staff Name Contacted	Date of Communication
8/1/2023	Texas Department of Public Safety		7/27/2023
10/2/2023	Texas Department of Public Safety		9/25/2023
8/26/2024	Wilson County Sheriff's Office		8/27/2023
9/5/2024	Texas Department of Public Safety		9/6/2024
9/10/2024	La Vernia EMS District 3		9/9/2024
9/16/2024	La Vernia Police Department	Chief Donald Keil	8/5/2024
11/21/2024	Wilson County Fire & Rescue ESD 1		11/11/2024
12/17/2024	Wilson County Constable Precinct 3	Blake Liedka	12/9/2024
5/1/2025	La Vernia Police Department	Chief Donald Keil	4/29/2025
7/30/2025	Wilson County Fire & Rescue ESD 1		7/30/2025
9/1/2025	Texas Department of Public Safety		9/1/2025
	La Vernia Police Department	Chief Donald Keil	7/30/2026
	Texas Department of Public Safety	Sgt. Brandon Biggins	
	Wilson County Sheriff's Office	Deputy Chief Clint Garza	
	Wilson County Fire & Rescue ESD 1		
	Wilson County EMS ESD 3	Levi Scriven	
	Wilson County Constable Precinct 3	Blake Liedka	
	Texas Department of Parks & Wildlife Game Warden	Rob Fretts	

Section 13.0: Annexes

The district has established the following table as annexes for the district EOP.

Annex Table			
Name	Description	Date of Change	Page
Active Threat for Schools	This annex establishes the policies and procedures under which the district will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.		
Communicable Disease	This annex establishes the policies and procedures under which the district will operate in the event of a communicable disease incident by addressing planning and operational actions for the five phases of emergency management.		
Continuity of Operations Plan (COOP)	This annex describes how a district will ensure the continuation of essential functions during an emergency and its aftermath.		
Cybersecurity	This annex establishes the policies and procedures under which the district will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the district.		
Emergency Communications	This annex establishes the policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school district.		
Psychological Resilience	This annex establishes the policies and procedures under which the district will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response, and		

	recovery phases of emergency management.		
Reunification for Schools	This annex establishes the policies and procedures under which the district will conduct reunification operations for the rejoining of students with their respective parents or guardians after an incident.	9/01/2026	
Facilities Access Management	This annex establishes the policies and procedures under which the district will operate to provide facilities access management support for a hazard or special event by addressing planning and operational actions for the five phases of emergency management.		
Evacuation and Shelter-in-Place	This annex establishes the policies and procedures under which the district will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operation actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the school district.		
Hazardous Materials (HAZMAT)	This annex establishes the policies and procedures under which the district will operate in the event of an incident involving hazardous materials (HAZMAT) by addressing planning and operational actions for the five phases of emergency management.		
Severe Weather	This annex establishes the policies and procedures under which the district will operate in the event of a severe weather incident by addressing planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response and recovery. Prevention will not be addressed in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.		

Utilities	This annex establishes the policies and procedures under which the district will respond to potential or actual disruptions in utility services at district facilities by addressing planning and operational actions for the five phases of emergency management.		
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