Operational Services

Administrative Procedure - Emergency Preparedness Response to Homeland Security Codes

The following threat response actions correlate to each threat code condition. These protective measures may have been or may be put in place by the District in cooperation with the local, State, and federal authorities. Response actions are flexible to accommodate the differing circumstances of various critical events.

Homeland Security Risk Level	Potential Response Measures
Low risk of terrorist attack.	Response measures: • Update the school site-based safety plans, specifically the emergency and disaster response procedures. • Coordinate emergency plans with county, State, and federal agencies. • Instruct employees and students to report suspicious activities or persons to the administrative office. • Conduct emergency and disaster response training for employees at all levels. • Implement visitor control procedures. • Inventory emergency supplies and equipment. • Maintain current emergency communication lists. • Review parent/guardian notification procedures. • Disseminate emergency communications methods and resources (i.e., where to get information) to employees, parents, and community.
A general risk of terrorist attack.)	Same response measures as low risk.
A significant risk of terrorist attack.	In addition to the measures listed above, the following responses may be instituted: • Assess increased risk with public safety officials. • Review schools' site-based safety plans with all staff. • Reassess facility security measures, e.g., lock exterior doors. • Limit visitor access to school. • Update employee and student emergency contact numbers. • Test alternative communication capabilities. • Test parent/guardian notification procedures.
A high risk of terrorist attack.	In addition to the measures listed above, the following responses

Homeland Security Risk Level	Potential Response Measures
	may be instituted: • Take additional precautions at public events, e.g., hiring additional security staff, restricting public access, or canceling the event. • Review field and class trip decisions. • Designate an alternative communications center located off school property. • Increase communication with parents/guardians and community via website and email distribution. • Inform parents/guardians of procedures to reunite children with parents/guardians should schools close mid-day.

A severe risk of terrorist attack.	In addition to the measures listed above, the following measures may be instituted:
	• Assess threat circumstances to determine status of school openings and closings.
	• Address critical emergency needs under the direction of public safety officials.
	• Review and communicate parent-child reunification process.
	• Increase building security throughout the school system.
	• Continue staff, parent, and community communication.
	• If school is open:
	    Cancel outside activities and field trips.
	    Curtail regular and/or extracurricular bus service.
	    Prohibit visitor access.
	    Request police department to increase patrols around school.
	    Prohibit parking near buildings.
	    In case of a building lockdown, ensure each school building has a reasonable supply of food, drinking water, medical supplies, back-up communication equipment, generator, batteries, etc.

Reviewed: February 28, 2005, April 23, 2012
Adopted: March 21, 2005
Revisions Adopted: May 14, 2012