

School Safety Committee Meeting

July 21, 2025

Agenda

Annual School Safety Committee Checklist

Aligned with TEC §37.109(b)(4) and TxSSC Guidance

COMPLIANCE & REPORTING TO TxSSC

Task	Due Date	Responsible Party	Status	Notes
<input type="checkbox"/> Review and verify Emergency Operations Plan (EOP) Summary Submission	Annually by Oct 1	Safety Committee Chair	<input type="checkbox"/>	Ensure all annexes are up to date
<input type="checkbox"/> Review Drill Logs and Compliance for all campuses	Ongoing	Campus Admin/SRO	<input type="checkbox"/>	Minimum drill types completed per semester
<input type="checkbox"/> Confirm submission of Behavioral Threat Assessment Team Data	Annually by Aug 31	Threat Assessment Coordinator	<input type="checkbox"/>	Ensure all campuses have functioning teams
<input type="checkbox"/> Review After-Action Reports from emergency events or drills	Ongoing	Campus Admin	<input type="checkbox"/>	Ensure corrective actions documented
<input type="checkbox"/> Confirm DARF submitted (in audit year only)	Every 3 years	Safety Audit Lead	<input type="checkbox"/>	Next audit due: _____
<input type="checkbox"/> Verify any additional reports submitted to TxSSC	Ongoing	Superintendent Designee	<input type="checkbox"/>	Include reunification protocols, SRP, etc.

Texas School Safety Drill Frequency Chart

Drill Type	Frequency	Additional Notes
Secure Drill	1 per school year	"Hold-in-place" for internal threats or hallway clearance
Lockdown Drill	2 per school year (1 per semester)	For immediate threats (e.g., intruder or active threat)
Evacuation Drill	1 per school year	Non-fire evacuations (e.g., bomb threat)
Shelter-in-Place Drill	1 per school year	For severe weather or hazardous material incidents
Fire Evacuation Drill	4 per year (2 per semester) *	<i>If no local authority, this is required. If there is a fire marshal, follow their guidance</i>

2024-2025 Drill Log - https://drive.google.com/file/d/1nVTHPSp0JoSVuoaEF_FNK-k2FDUwJ0Vj/view?usp=sharing

Texas School Safety Drill Design Framework

Drill Type	Purpose	Goals	Objectives	Stakeholder Input Required From	Design Elements Required
Secure Drill (Hold-in-place for hallway clearance or internal issue)	To protect students and staff from internal hazards by keeping them safely in their current locations	- Minimize movement during internal threats- Train staff/students on quick compliance	- Ensure PA system communication is understood- Staff locks doors and limits movement	Safety Committee First Responders Mental/Behavioral Health Students/Families All Staff (e.g., cafeteria, coaches)	Trauma-informed Advance notice Psychological safety After-action review Age-appropriate
Lockdown Drill (Intruder or violent threat)	To practice procedures that protect life in the event of an imminent threat inside or near the school	- Ensure rapid lockdown of all classrooms and secure areas- Reinforce SRP protocols	- Staff lock doors, turn off lights, and secure rooms- Students stay quiet and out of sight- Timed response reviewed	Safety Committee First responders Mental/Behavioral Health Students/Families All Staff	Trauma-informed Advance notice Emphasize physical/psych safety After-action review Age-appropriate w/ support for young children
Evacuation Drill (Non-fire event: bomb threat, gas leak)	To safely move students/staff away from danger to a secure location	- Practice safe, orderly evacuation- Train staff on alternate routes and roles	- Verify safe egress paths- Accountability for all individuals- Communication with first responders	Safety Committee First Responders Mental/Behavioral Health Students/Families	Age-appropriate Psychological safety Trauma-informed planning Advance notice

Drill Type	Purpose	Goals	Objectives	Stakeholder Input Required From	Design Elements Required
				All Staff	After-action reflection
Shelter-in-Place Drill (Hazmat or weather threat)	To protect against external airborne threats or severe weather by securing indoors	- Train for safe indoor sheltering- Ensure environmental control (e.g., HVAC shutoff for hazmat)	- Staff guide students to safe areas- Close windows/doors; shelter away from hazards- Track attendance	Safety Committee First Responders Mental/Behavioral Health Students/Families All Staff	Developmentally appropriate Advance notification Debrief after drill Trauma-sensitive Adjusted for special needs
Fire Evacuation Drill	To quickly and safely evacuate the school building in the event of a fire	- Reinforce evacuation routes- Ensure swift, organized building clearance	- Full evacuation completed within set time- Account for all students/staff- Practice alternate exits	Safety Committee Fire Marshal/First Responders Students/Families All Staff	Monthly if required by marshal Notification beforehand Safety of all participants Trauma-aware Reflective review afterward

Doral Academy Bomb Threat Emergency Response Poster

****Treat All Bomb Threats as Credible Until Determined Otherwise****

1. Initial Notification

- Notify 911 immediately.
- Inform school administration and activate emergency procedures.
- Use Intrado Alert or 2-way radio if applicable.

2. Threat Assessment & First Responders

- Notify Threat Assessment Team.
- Involve police, fire, and bomb squad to evaluate threat.
- Do not touch or move suspicious objects.

3. Evacuation or Shelter-in-Place

- Follow non-fire evacuation routes if threat is credible.
- Use designated assembly points. Take attendance.
- If evacuation increases risk, shelter-in-place in classrooms.

4. Perimeter Sweep

- First responders will conduct building and site sweep.
- Staff must not return until “All Clear” is issued.

5. Communication Protocol

- Use pre-scripted messages to inform parents and staff.
- Direct families not to call the school during active response.
- Maintain updates through School Messenger or Class Dojo.

6. Reunification Procedures

- Activate Standard Reunification Method (SRM).
- Set up parent check-in and student release areas.
- Match student ID and documentation for release.

7. After-Action Review (AAR)

- Conduct staff debrief.
- Document what worked and what needs improvement.
- Update EOP and training materials as needed.

8. Documentation

- Log all decisions, communications, and response times.
- Submit report to TxSSC and TEA if required.
- Retain records for future reference and audit.

For Questions or Emergencies, Contact: Superintendent or School Safety Coordinator