TxSSC Evaluation Criteria for EOP Basic Plan

for

Independent School Districts and Open-Enrollment Charter School Districts

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

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

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EOP Basic Plan Evaluation Criteria

The EOP Basic Plan shall include the following:

Basic Plan			
Review Item #	**Check**	**Review Standard**	**Source**
BP1	☐	**Promulgation Statement:** Signed by the Superintendent or the President of the Junior College, and (if applicable) the Emergency Management Coordinator.	CPG101v3
BP2	☐	**Approval and Implementation Page:** Signed by the Emergency Management Coordinator of the district or Superintendent/President designee.	CPG101v3
BP3	☐	**Record of Changes:** Record of changes made to the plan and verify it has been reviewed annually.	CPG101v3
BP4	☐	**Record of Distribution:** Table showing how the plan has been shared and to whom.	CPG101v3
BP5	☐	**Purpose and Scope**: Include a purpose statement that describes the reason for development of the plan and its annexes and an EOP Scope, which addresses district planning for all incidents impacting the district's property and community.	CPG101v3
BP6	☐	**Legal Authority:** Identify legal authority that govern the adoption and implementation of a multi-hazard emergency operations plan for use in the district's facilities.	TEC 37.108(a)
BP7	☐	**Situation and Assumptions/District Demographics:** This section should address the district's demographics, summary of the potential hazards, resources available to respond to incidents, and what the district assumes to be fact.	CPG101v3
BP8	☐	**Situation and Assumptions/Equal Safety:** Describe the policies providing **equal safety** in an emergency for those with disabilities, and access and functional needs.	37.108(f)(4)
BP9	☐	**Concept of Operations/Overall Approach:** Describe the district's **overall approach** to emergency management.	CPG101v3
BP10	☐	**Concept of Operations/NIMS:** District board has adopted the National Incident Management System (NIMS).	TX EO RP-40; HSPD-5

BP11	☐	**Concept of Operations/5 Phase Actions:** List actions to be taken by district officials during various phases of emergency management (Mitigation, Prevention, Preparedness, Response, Recovery), and the definitions	37.108(a)
BP12	☐	**Concept of Operations/Physical and Psych. Safety:** Outline the measures taken to provide physical and psychological safety and support of students, district personnel, and others in the community following a disaster.	37.108(f)(2), 37.108(f)(6), 37.108(f)(6)(D)
BP13	☐	**Assignment and Responsibilities:** Describe the emergency responsibilities of district administrators, committee members, critical department leads, operational staff, and faculty members.	CPG101v3
BP14	☐	**Direction and Control/EM Guidance:** Indicate by title or position who is responsible for providing guidance for the emergency management program, for directing and controlling emergency response and recovery activities.	CPG101v3
BP15	☐	**Directional and Control/Agency Coordination:** Address measures to ensure coordination (to include plan development) with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.	37.108(a)(5)
BP16	☐	**Direction and Control/Line of Succession:** Summarize the Line of Succession for key personnel. Show "Chain of Command" that designates the *individual and realistic alternates responsible* for making final decisions during a disaster or emergency.	37.108(f)(1)
BP17	☐	**Admin and Support/Purchasing:** Address policy on emergency purchasing.	CPG101v3
BP18	☐	**Admin and Support/Reports Required:** Establish requirements for reports required during emergency operations and post-event review of emergency operations.	CPG101v3
BP19	☐	**Admin and Support/Recordkeeping:** Outline requirements for record-keeping related to emergencies and for preservation of vital government records.	CPG101v3

BP20	☐	**Development and Maintenance:** Outline the process to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.	CPG101v3
BP21	☐	**Attachment 1/District Hazard Analysis Summary Data:** There is a hazard analysis included in the plan which outlines hazards that have the potential to disrupt district operations resulting in loss of life and damage to property.	CPG101v3
BP22	☐	**Attachment 2/Formal Agreements:** The plan addresses formal agreements for resources and services both needed and supplied by the district during an emergency (i.e., mutual aid agreements for emergency response services, interlocal agreements for reunification sites, contracts for potable water).	TEC 37.108(a)
BP23	☐	**Attachment 3/School Safety and Security Committee:** The current district Safety and Security Committee members are listed in the plan.	TEC 37.108(f)(8), 37.109
BP24	☐	**Attachment 3/Record of Meetings:** A list of the previous year's district Safety and Security Committee meetings are documented in the plan.	TEC 37.108(f)(8), 37.109
BP25	☐	**Attachment 4/Safety and Security Audit:** A safety and security audit has been conducted for all facilities at least once every three years and a Safety and Security Audit Report has been submitted to the board of trustees, as is documented in the plan.	TEC 37.108(c)