

# THE RHODES SCHOOL for the Performing Arts

## Active Threat Annex



### SEPTEMBER 2022

The Rhodes School - Active Threat Annex

#### A. Record of Changes

<b>Change #</b>	<b>Date of Change</b>	<b>Change Entered By</b>	<b>Change Notes</b>	<b>Location/Section of Change</b>
<i>Example</i>	<i>XX/XX/XXXX</i>	<i>John Doe</i>	Updated Hazard Assessment	Section XX.X

<i>1.</i>	<i>March 9,2023</i>	<i>Brandon Miller</i>	<i>Updated</i>	<i>Just about all sec.</i>
<i>2.</i>				
<i>3.</i>				
<i>4.</i>				
<i>5.</i>				
<i>6.</i>				
<i>7.</i>				
<i>8.</i>				
<i>9.</i>				
<i>10.</i>				
<i>11.</i>				
<i>12.</i>				
<i>13.</i>				
<i>14.</i>				





## Section 1 – Purpose and Scope

### 1.1 Purpose

This annex establishes the policies and procedures under which the Rhodes Schools for Performing Arts (RSPA) will operate in the event of an Active Threat incident. RSPA will address planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

While schools remain among the safest places for children, in today's world, schools must prepare for active threats. This includes attacks by individuals with firearms and other types of weapons or instruments used to cause harm. Schools must prepare for the prospect of violence perpetrated by intruders and by other students or staff.

### 1.2 Scope

This annex is meant to address planning for an Active Threat incident and applies to the entire organization. This annex governs all Rhodes School campuses, departments, facilities, programs and events. Staff, students, parents and visitors are expected to comply with measures when in RSPA facilities or at RSPA events. RSPA will coordinate and collaborate with local law enforcement, emergency medical staff and other partners.

TxSSC, 2022 page 4

The Rhodes School - Active Threat Annex

## Section 2 – General Information

### 2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...” (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

### 2.2 District Specific Hazard Risk

The Rhodes Schools’ leadership identifies the following active threats as a high priority.

#### Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

#### Stabbing and Blunt Force Trauma

A stabbing attack involves the use of a pointed object intended to harm others. A blunt force attack involves the use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, fractures, and even

death.

### Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means, including social media.

### Vehicular Assault

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

## 2.3 Hazard Preparedness and Warning

We acknowledge that charter schools and districts across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual's risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support

TxSSC, 2022 page 5

The Rhodes School - Active Threat Annex

(MTSS), which includes threat assessment and case management. MTSS is one of six student support components within the Texas Education Agency's Safe and Supportive School Program (SSSP). More information on SSSP is also available in the Psychological Safety Annex to our Basic Plan.

### Threat Assessment Team

Each Rhodes School campus has a threat assessment team, consistent with Texas Education Code 37.115. Threat assessment team operations are rooted in best practices established by the United States Secret Service National Threat Assessment Center and are guided by state legislation. A threat assessment team is a multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The threat assessment team maintains a low threshold for intervention and may offer resources from the MTSS to assist in the prevention and de-escalation of threats.

The threat assessment team acts as a buffer to violence and provides support to district community members in crisis before persons pose a threat to themselves or others. The threat assessment team reviews observed and reported concerning and prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. We acknowledge that a key goal of threat assessment is to distinguish between *making*

a threat and *posing* a threat.

Our policy for School Behavioral Threat Assessment (SBTA) contains more specific information regarding threat assessment, including parent notification and records retention.

### Detecting Suspicious Activity

RSPA uses the following methods to detect suspicious activity on campuses:

- All persons are screened through the Raptor System
- Cameras are able to locate suspicious activities and/or identify participants
- All staff, students, parents, or others are encouraged to be vigilant and report all concerns.
- Threat Assessment Team members follow-up on reports of threats and/or suspicious activity

TxSSC, 2022 page 6

The Rhodes School - Active Threat Annex

## 2.4 Safety in Portable Buildings

In compliance with Texas Education Code 37.108, RSPA utilizes the following measures to ensure the safety and security of individuals in portable buildings during an active threat incident:

- It is an expectation that all classroom doors are locked during instruction and when classrooms are unoccupied.
- Warnings and announcements can be heard in the portable buildings via the campus public address system.
- Staff have access to phones, cellular phones and the public address system
- The portables are enclosed in fencing.

## 2.5 Access and Functional Needs

There are currently no students or staff at RSPA with functional or access needs. However, in compliance with Texas Education Code 37.108, RSPA will utilize the following measures to ensure the safety and security of individuals with access and



functional needs during an active threat incident:

- Students or staff with access and functional needs may be assigned a trained staff member to assist them, if needed.
- Students or staff with functional and access needs will participate in drills and exercises.
- Ensure that ramps are in good condition and pathways are easy to navigate. TxSSC,

2022 page 7

The Rhodes School - Active Threat Annex

Section 3 – Annex-Specific Incident Command System (ICS) 3.1

## Annex-Specific ICS Organizational Chart

RSPA will designate an Incident Commander for an active threat incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.



## Unified Command



txssc.horsham.edu

TxSSC, 2022 page 8

The Rhodes School - Active Threat Annex

## Section 4 – Actions and Responsibilities

### Prevention Phase

Safeguard against consequences unique to an active threat incident.

<b>District Actions</b> Responsible Role	
Implement TEA and TxSSC mandates and District rules and regulations by ensuring all are disseminated to campus principals and district administrators	Superintendent
Ensure TEA and TxSSC mandates are being carried out by giving mandate information to campus principals and administrators / following up and doing self audits on campuses as to mandates	Deputy Superintendent
Collaborate with local, state and governmental law enforcement agencies by meeting with all local/state/ federal agencies in the county to ensure that each agency has and understands TRSPA EOP. TRSPA has a threat assessment team and Collaborates with the SRO during those assessments.	Operation Director
Implement security measures, door audits and conduct threat assessments by conducting exterior and interior weekly door inspections, promote ingress/egress policies. training and meeting with campus threat assessment teams, test security cameras, training students and staff (to include substitute teachers) on security measures. TRSPA uses the Raptor system to screen all incoming visitors and contractors, this ensures controlled accountability of visitors to all district campuses. TRSPA constantly reviews camera surveillance systems to identify camera blind spots and addresses these issues as they arise. All these measures are to ultimately to deny entry of specious persons to district campuses.	Campus Administration/ Maintenance

Grounds maintained consistent with CPTED principles

On-going audits/self-assessments to improve security

Strategically placed planters to limit vehicle assess

Unused lockers are secured

<b>Mitigation Phase</b>	
<b>Reduce the impact of an active threat incident.</b>	
<b>District Actions</b>	<b>Responsible Role</b>
Teach and Implement Standard Response Protocol by providing all teachers (to include Substitute teachers) and staff with information (i.e. flyers, website) on “iloveguys” protocols. Provide training for “Stop the Bleed”. TRSPA has in installed “Stop the Bleed Stations and Automated external defibrillators (AED’s) throughout all campuses. Every Security Officer has been issued and has available a tourniquet for emergency use.	Principal

<p>Conduct threat assessments and refer if necessary to law enforcement by meeting with campus threat assessment teams and ensure School Resource Officer is present for assessments. Collaborate with local law enforcement on all active threat situations. The district will coordinate with local law enforcement agencies for regular review of response from immediate armed defenders used to neutralize the threat during an active threat incident. Collaborate with Campus principals on the final outcome of each threat assessment.</p>	Admin Assistant
<p>TRSPA constantly reviews camera surveillance systems to identify camera blind spots and addresses these issues as they arise. This surveillance system is also accessible by local law enforcement in the event of an emergency and can view real time footage as the incident is transpiring.</p>	IT/Facilities

TxSSC, 2022 page 9

The Rhodes School - Active Threat Annex

<p><b>Preparedness Phase</b></p> <p><b>Regularly review district readiness for an active threat incident.</b></p> <p><b>District Actions</b> Responsible Role</p>	
<p>Conduct entry door and classroom door audits by conducting self-audits on weekly basis, document audit. Address any deficiencies found. Report and request any mechanical deficiencies to TRSPA maintenance department for correction.</p>	<p>Assistant Principal/Maintenance</p>
<p>Conduct Standard Response Protocol drills by timely scheduling, conducting and documenting each drill completed. All district staff to include substitute teachers have been given a presentation on Active Shooter protocols. A folder with EOP' protocols, campus maps, and emergency numbers is given to teachers and substitute teachers. TRSPA will accommodate and include persons with access and functional needs, and persons in portable buildings.</p>	<p>Principal/Operation Director</p>
<p>Conduct table top exercise / daily monitoring of campuses by assigning campus safety watcher's"</p>	<p>Assistant Principal</p>

<p>officers on a daily basis. Scheduling and conducting tables to exercise to include testing of communications infrastructure, TRSPA has conducted communication tests with local law enforcement and first responders to ensure communication use on campuses is viable. TRSPA has conducted and will continue to conduct walkthroughs with local law enforcement and first responders during this school year. Law Enforcement and Emergency Management Office were provided maps, surveillance system access and master keys for all campuses. Knox boxes are being install at all district campus</p>	
<p>TRSPA regularly ensures all surveillance cameras are working. Cameras are essential to incident investigation on campuses. TRSPA has installed cameras in blind stops throughout the school year and will continue adding as needed. TRSPA audits/tests all entry/exit doors on all campuses to ensure locking mechanism work. If any Doors is found deficient a work order is immediately placed to maintenance personnel.</p>	<p>IT/Operation Director</p>
<p>Drills and Exercises – Lockdown, Secure &amp; Evacuation Drills and Tabletop Exercises for EOT members &amp; leadership</p>	<p>Principal/Assistant Principal</p>
<p>TRSPA will continue to test communications infrastructure and surveillance systems. TRSPA will continue developing communication scripts that will be used during emergency situations.</p>	<p>Communication Specialist</p>
<p>TRSPA will continue to train all district staff, teachers (to include substitute teaches) on how to respond to active threat incidents by teaching the SRP, ensuring emergency telephone numbers and campus maps are distributed to them</p>	<p>Nurse</p>
<p>TRSPA collaborates with the Harris County Emergency Management Office to acquire necessary extraordinary resources if needed for all emergency or hazardous incidents, through written memorandums of understanding In collaboration with emergency management officials TRSPA will acquire and deploy internal and external resources as needed.</p>	<p>Operation Director</p>
<p>TRSPA will schedule, and complete required exercises and drills on a timely basis. The exercises and drills will accommodate and include persons with access and functional needs persons in the district campuses, to</p>	<p>Campus Principal</p>

include persons in portable buildings.	
TRSPA will make available online and classroom training offered to law enforcement by TEA, ESC 1 and TxSSC dealing with school district issues such as mental, emotional and social issues that apply to districts. TRSPA will coordinate and conduct active threat training that includes members of all the local law enforcement agencies. The district has adopted and implemented a trauma informed care program which is compliant with TEC 38.036, and includes increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by district and campus staff.	Deputy Superintendent

<b>Response Phase</b> <b>District actions during an active threat incident.</b> <b>District Actions Responsible Role</b>	
Initiate SRP – Lockdown, Secure, Evacuate, Hold, as circumstances dictate via verbal PA announcement	Principal/Administration
Access to device to immediately contact first responders Call 911- All district staff have the ability, and are empowered to notify law enforcement and armed defenders of an active threat incident, via land-line, cell phone and/or radio communications.	All Staff
TRSPA will inform parents of threat incident via robo cal, school website and social media by using prepared scripts during an active threat. TRSPA will liaison and assist Law Enforcement with threat.	Campus Administration
Transport students to reunification designated areas once threat is neutralized. TRSPA will activate the COOP as needed in response to an Active Threat incident. Campus administrators will actively monitor that all students on campus are 100% accounted for as soon as possible, to include students and staff in portable buildings.	Campus Principal
Unify students with parents. Ensure there is 100% accountability of students and staff. Including those students with access and functional needs. District staff	Campus Administration/

will be assigned to directly assist persons with access and functional needs during an active threat incident, to direct them to the best available refuge area, until more assistance can be acquired. Campus principals will have on hand a complete list of students on their respective campuses to account for students.	
TRSPA will ensure students and staff in portable buildings are safe and secure during active threat incidents by moving them into a safer location if possible.	Maintenance/Facilities
TRSPA will activate their Emergency Management team to document any hazard related expenses and assess any property or equipment damage during the incident.	Campus Administration

The Rhodes School - Active Threat Annex

<p><b>Recovery Phase</b>  <b>Return to normal district operations following an active threat incident.</b></p> <p><b>District Actions</b> Responsible Role</p>	
<p>Assist Law Enforcement with securing any evidence of incident. TRSPA facilities management team will initiate a damage assessment of all facilities affected by the Active Threat event. As part of the resumption of district operation following an Active Threat incident the district will plan for challenges that address (but are not limited to) community social and emotional distress from trauma, the use of alternate facilities, increased presence of law enforcement in the</p>	<p>Campus Administration</p>

district, relaxed or alternate school schedule, increased media presence on and around campuses.	
Inform the public that the school campus is safe. TRSPA will use prepared scripts to communicate timely with the entire community for the affected campuses.	Superintendent
Conduct Counseling with all students and staff affected TRSPA will imitate psychological support services, including trauma and grief informed care for the entire population affected campuses. TRSPA will deploy internal and external psychological support resources needed.	Campus Counselor
Conduct After Action meeting / lessons learned / budget analysis. The TRSPA Business and Financial Department will track any expenses acquired throughout the incident. The district facilities management team will evaluate repair/remodeling/rebuilding needs associated with the recovery of the incident and will develop a plan for long term recovery actions. TRSPA will initiate an improvement plan to address how the district will ensure their actions during a hazard will be effective. Once an improvement plan is introduced the district will ensure the plan addresses all improvements recommended.	Campus Administration

TxSSC, 2022 page 11

The Rhodes School - Active Threat Annex

## **SUMMARY**

All RSPA staff and students are charged with the safety of our campuses. The importance of “see something, say something” is stressed by our leadership and staff. RSPA has adopted Standard Response Protocol and drills and exercises are conducted according to legal requirements and consistent with the guidance provided by the Texas School Safety Center. In addition to mandated School Safety and Security Audits, we conduct ongoing self-assessments to improve and maintain the safety of our campuses.



TxSSC, 2022 page 12  
The Rhodes School - Active Threat Annex

## Section 5 – Resources

### 5.1 Acronyms

CPTED Crime Prevention Through Environmental Design EOT

Emergency Operations Team  
IC Incident Commander  
ICP Incident Command Post  
ICS Incident Command System  
SRP Standard Response Protocol

## 5.2 Definitions

**EOT:** The campus team that is trained to respond to an emergency situation. Members of this team may have worked on the development of the Emergency Operations Plan.

**IC:** The person responsible for the overall management of the incident.

**ICP:** The pre-designated or established physical location of on-scene incident command.

**Incident Command System:** The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

**Standard Response Protocol:** A set of researched-based actions/drills designed to prepare staff, students and others for emergency situations.

## 5.3 Legal Authority

TEC 37.0812 (a) Active Shooter Policy

TEC 37.108(f) Chain of Command, Portables, Subs, etc.

TEC 37.115 Threat Assessment

TxSSC, 2022 page 13

The Rhodes School - Active Threat Annex

TEC 37.114 Drills

TEC 37.0832 Bullying

TEC 37.0832 Bullying

TxSSC, 2022 page 14  
The Rhodes School - Active Threat Annex

## **APPENDIX I**

## A. Standard Response Protocol (SRP) - LOCKDOWN

SRP is a classroom response enhancement for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff and first responders. RSPA has adopted SRP.

### K-12 Standard Response Protocol

#### A. 2.3 Lockdown



TxSSC, 2022 page 15

The Rhodes School - Active Threat Annex

#### Condition

Lockdown is called when there is a threat or hazard **inside** the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom and school security actions to protect students and staff from threats.

## Public Address

The public address for Lockdown is "**Lockdown! Locks, Lights, Out of Sight!**" and is repeated twice each time the public address is performed.

"Lockdown! Locks, Lights, Out of Sight!  
Lockdown! Locks, Lights, Out of Sight!"

## Actions

The Lockdown Protocol demands locking individual classroom doors, offices, and other securable areas, moving room occupants out of the line of sight of corridor windows, and having room occupants maintain silence.

There is no call to action to lock the building outside access points. Rather, the protocol advises leaving the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building.

Teacher, staff, and student training reinforces the practice of **not** opening the classroom door, once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door.

## Incident Command System

The School Incident Command System should be initiated.

## Responsibility

The classroom teacher is responsible for implementing their classroom Lockdown. If it is safe to do so, the teacher should gather students into the classroom prior to locking the door. The teacher should lock all classroom access points and facilitate moving occupants out of sight.

## Reported By

Lockdown is typically reported by students or staff to the school office. The office staff then invokes the public address and informs the administration.

It may also be reported to the school office by local emergency dispatch.

## Preparation

Identification of classroom access points that must be locked in the event of a Lockdown is essential preparation. These may include doorways, windows, loading docks, and fire escape ladder access points.

A "**safe zone**" should also be identified within the classroom that is out of sight of the corridor window. Teachers and students should be trained to not open the classroom door, leaving a first responder or school administrator to unlock it.

Students, staff, and teachers should be advised that a Lockdown may persist for several hours, and during an incident; silence is essential.

TxSSC, 2022 page 16

The Rhodes School - Active Threat Annex

## Drills

**In Texas, Lockdown drills must be performed at least twice per school year, once per**

**semester.** If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, law enforcement participation in the drill should occur no less than once every 2 years.

## **B. REUNIFICATION**

### **STEP 1**

#### **Establish Onsite Incident Commander**

The first step in staging for transport is establishing School Incident Command at the affected school. Integrating with Unified Command should be a priority.



**Priorities:**

- Student and staff safety and wellbeing
- Student and staff whereabouts and condition
- Assemble affected school command staff
- Integrate with Unified Command Joint Information Center established

**Objectives:** Safe transport of students and staff to reunification site

**Strategy:** The Standard Reunification Method

**Tactics:** Will be determined by the environment

**STEP 2**

**Classroom Evacuation**

Classrooms are individually evacuated to the Secure Assembly Area. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.



If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

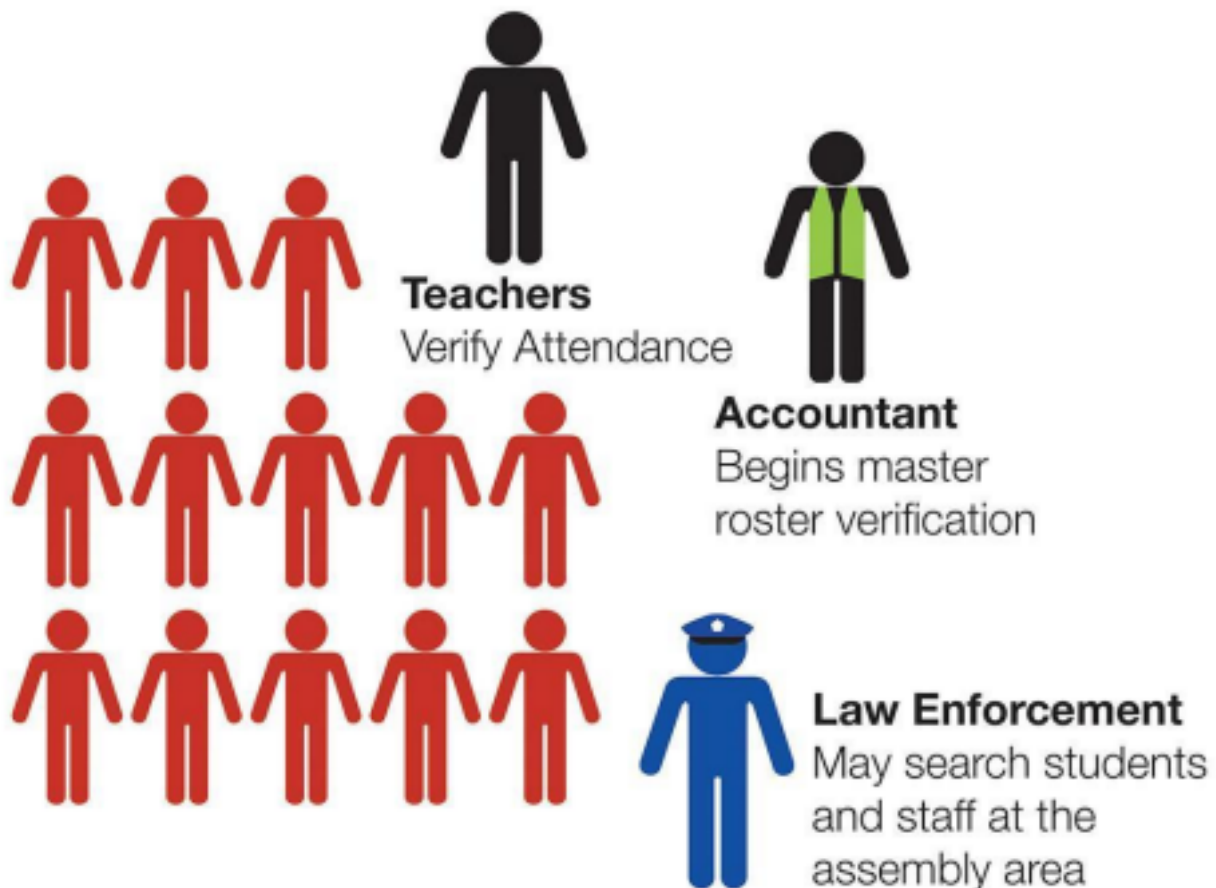
Students and Staff with Disabilities and Other Functional and Access Needs. All students and staff should be evacuated together. An integrated evacuation ensures that all students and staff will have equal access to emergency evacuation procedures.<sup>1,2</sup>



### STEP 3

#### Secure Assembly Area

At the Secure Assembly Area it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with "Partner" teachers is appropriate.





## STEP 4

### Student and Staff Transport

Students and staff board the bus and are transported to the Reunification Site. Buses having audio-video systems can be utilized for further accountability by having students face the camera and state their names.



#### The Process In a Nutshell

- Establish a parent check-in location.
- Deliver the students to the student staging area, beyond the field of vision of parents/guardians.
- Once students are on site, notify parents of the location.

- "Greeters" direct parents/guardians to the parent check-in location, and help them understand the process.
- Parents/guardians complete Reunification Cards.
- Procedure allows parents/guardians to self-sort during check-in, streamlining the process.
- The "Reunifier" recovers the student from the student staging area and delivers it to the parent.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
- Medical, notification, or investigative contingencies are anticipated.
- Pedestrian "flows" are created so lines don't cross.
- When it's all said and done, successful reunification is about managing the student and parent experience.

## **APPENDIX 2**

( Add information from the Employee Handbook\_