



# **Mineola Independent School District Safety and Security Handbook**

## **Authority of Implementation**

This handbook has been reviewed and approved by the Mineola Independent Superintendent of Schools, the District Safety and Security Committee, and the Chief of Police, School Safety and Emergency Management. It replaces all previous versions, instructions, and policies, whether written or verbal. However, this handbook does not override any School Board policy. In the event of a conflict between this handbook and School Board policy, the School Board policy will take precedence. This handbook and the policies and procedures within are subject to change at any time.

Approved by:

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J. Cody Mize, Superintendent of Schools

Date

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Heath Kinder, President of Safety and Security Committee

Date

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Howard Castleberry III, Chief of Police, School Safety  
and Emergency Management

Date

**This handbook is subject to change at any time. It is the responsibility of all Mineola ISD employees to routinely check this handbook for changes, and be familiar with its contents.**

## Record of Changes and Annual Review Table

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## **Section 1: Mineola ISD Safety and Security Committee**

### **1.1 District Safety and Security Committee Organization**

#### **Purpose:**

The School Safety and Security Committee is a working group of diverse individuals that serve the members of Mineola Independent School District by helping create and maintain a safe and secure school climate and culture for staff and students.

#### **Mission Statement:**

"To serve students, staff, and community as it pertains to safety and security."

### **Committee Members**

#### **Officers:**

Heath Kinder, <b>Parent</b>	President
Brittany Thompson, <b>Parent</b> , MMS Principal	Vice President
Seth Capps, <b>Parent</b> , District Police Lieutenant	Secretary

#### **Voting Members:**

Cody Mize	Superintendent
Keith Sparkman	Assistant Superintendent of Finance
Dr. Chase Thomas	<b>Parent</b> , Assistant Superintendent
Rodney Watkins	<b>Grandparent</b> - School Board President
Jay McGough	<b>Parent</b> - School Board Member
Cody Castleberry	<b>Parent</b> - Chief of Police & School Safety
Mike Hurst	<b>Parent</b> - District Police Captain
Tim Prince	District Police Sergeant
Bill Self	Director of Transportation
Jole Ray	Primary School Principal
Angela Shine	Intermediate School Principal
Adam McMahon	<b>Parent</b> - High School Principal
Jim Best	<b>Parent</b> - Director of Bands and Fine Arts
Melisia Foster	Director of Curriculum and Instruction

#### **Non-Voting Members:**

Member(s) of Mineola Police Department  
City of Mineola Emergency Management

## **1.2 Safety and Security Committee Guidance and Regulation**

For this committee to have a significant impact upon the school's climate and culture, there is a need for representation from various perspectives on school safety and security. As a result, and to the greatest extent practicable, the committee must consist of at least the following individuals whose names are recorded in the district's multi-hazard emergency operations plan (EOP).

1. The city or county's office of emergency management – at least one representative.
2. The local police department or sheriff's office – at least one representative.
3. From the board of trustees – the president and at least one other representative of the board.
4. From the district – the superintendent and at least another designee, one being a district classroom teacher.
5. Parents or guardians of currently enrolled students – at least two.
6. If the district has its own police department – at least one representative.

### **Responsibilities:**

The committee has the following mandated responsibilities to fulfill their purpose:

1. Participate in the development and implementation of the district's emergency plans by ensuring they are consistent with the district's EOP and reflect the specific campus, facility, or support service needs that exist.
2. Provide, periodically to the board of trustees and district administration, recommendations to update the district's EOP according to the best practices identified by the Texas Education Agency, the Texas School Safety Center (TxSSC), or an individual in the TxSSC's Registry.
3. Supply any campus, facility, or support services information required to the district for the completion of their safety and security audit, safety and security audit report, or any other report required to be submitted to the TxSSC.
4. Review each report the district submits to the TxSSC to ensure it contains accurate and complete information regarding each campus, facility, or support service, and follows the criteria established by the TxSSC.

**5.** Consult with local law enforcement agencies on how to increase their presence near district campuses.

**6.** Select where bleeding control stations are to be placed in schools, ensuring they are in easily accessible areas.

**7.** Meet together, following Government Code, Chapter 551, at least once each academic semester and during the summer. Notice of a committee meeting must be posted in the same manner as notice of a meeting of the district's board of trustees. If the district operates on a year-round system, then the committee must meet at least three times per calendar year with at least two months between meetings. Meeting dates are to be included in the district's EOP.

**8.** Take training on Psychological First Aid. Training can be taken online using the following link: <http://bit.ly/40erkzn>

## **Section 2: District Safety and Security Policies**

### **2.1 Door and Gate Security**

The purpose of this policy is to ensure the safety and security of all students, staff (including substitute teachers), and visitors by maintaining strict control over the accessibility of exterior doors and gates, as well as classroom and other interior doors within the Mineola Independent School District (MISD).

#### **Policy**

All doors and gates of MISD facilities shall remain closed and locked at all times. Exceptions are permitted under specific circumstances outlined in this section to ensure security while accommodating necessary access.

#### **Definitions**

**Exterior Doors and Gates:** All entry points leading from the outside into any District building or enclosed area.

**Automated Gate:** A motorized gate connected to a fence that opens and closes by way of electronic access control.

**Classroom Doors:** Any door on a District building that leads into instructional spaces.

**Interior Doors:** Doors located inside District buildings that do not lead into instructional Spaces.

**Door Barricades:** Security devices applied to classroom doors during a lockdown situation or drill to prevent unauthorized entry.

**Door Chock:** Any object used to prevent a door or gate from closing, latching and locking fully and properly.

**Door Magnet:** A magnetic object used to prevent a door latch from latching properly.

**Panic Bar:** A mechanical device on the inside of a door that must be pressed in order to open the door.

#### **1. Exterior Doors and Gates:**

- a. Except where specifically authorized in this policy, all exterior doors and gates must remain closed and locked at all times.
- b. All exterior doors and gates may only be held open if a staff member is physically present to monitor the door or gate and prevent unauthorized entry.



- c. Any device that prohibits the closing or locking of any door or gate is strictly prohibited. **e.g. door chocks (Exception:** The Mineola Primary School Principal may authorize the use of door chocks on exterior doors at Mineola Primary School during periods of morning arrival and afternoon dismissal on doors that are actively being supervised by an employee capable of removing the chock and closing the door during an emergency. All door chocks shall be picked up and stowed in a secure area after the authorized usage time.)
- d. Disabling (unlocking) panic bars on any door is prohibited unless the door locking mechanism uses a magnetic lock while the magnetic lock is engaged.
- e. Exterior shop doors in the Agriculture, Automotive and Athletics Departments may be left open and unlocked during periods of instruction if needed for adequate ventilation, per the Mineola ISD Safety and Security Committee.
- f. Exterior Automated Gates may be programmed to be open and unlocked during periods of instruction for special events at the discretion of the Chief of Police or Superintendent.
- g. Authorized Personnel may be given access to open Exterior Automated Gates with the PDK phone app. During the hours of 6am-4pm Monday through Friday, **no one** is authorized to open an Exterior Automated Gate with the PDK app unless they have the gate in their view and can verify only authorized individuals go through the gate. A violation of this policy may result in loss of access to the PDK system.
- h. Gates will be treated like exterior doors to a campus. Anyone who enters or exits a gate on foot or in any vehicle, shall ensure no unauthorized person enters the gate before or after them. If an unauthorized person is observed entering a gate, a report shall immediately be made to the District Police and campus administration.

## **2. Classroom Doors:**

- a. Classroom doors may be held open by a responsible person during the arrival and departure of students. Doors shall not be propped open or left open unattended.
- b. Classroom doors shall be closed at all times unless someone is actively entering or exiting the room.
- c. Classroom doors shall never be unlocked.
- d. Door barricades shall be properly applied to all classroom doors during any situation or drill requiring a lockdown.
- e. Staff members may remove the barricade after the all-clear announcement is given through the Raptor Alert Application or the campus Public Announcement System.
- f. The Superintendent, Chief of Police or Campus Principal may authorize classroom doors to be propped open if the HVAC system becomes inoperable,

ventilation is needed for unforeseen issues or for special events such as parties, Open House and Meet the Teacher.

- g. Any device that prohibits the closing or locking of any door is strictly prohibited. e.g. door chocks, magnets over locks etc.
- h. Disabling (unlocking) panic bars on any door is prohibited unless the door locking mechanism uses a magnetic lock while the magnetic lock is engaged.

### **3. Training and Responsibility:**

- a. All staff members (including substitute teachers) responsible for operating door barricades must ensure they are properly trained. It is the responsibility of the person operating the door barricade to obtain training if needed on its use by contacting the Mineola ISD Police Department.
- b. It is the duty of all staff (including substitute teachers) to adhere strictly to this policy to maintain campus security.

### **4. Weekly Audits:**

- a. Weekly audits of all exterior doors will be conducted by MISD Police and Campus Administrators to ensure compliance with this policy. Weekly findings shall be recorded in the Sentinel System by assigned personnel. The findings of weekly inspections shall be reported to the District Safety and Security Committee as required by TEC, §37.109, and to the **Principal** of the campus to ensure awareness of any deficiencies identified. The **Principal** shall take action to reduce the likelihood of similar deficiencies in the future. Results shall be kept for review as part of the safety and security audit as required by TEC, §37.108.
- b. Mechanical or electronic issues observed by **any** person that prevent the closing or locking of **any** door shall be reported to the Mineola ISD Maintenance Department **and** the Mineola ISD Police Department **immediately**.

### **Compliance**

Failure to comply with this policy may result in disciplinary action.

## 2.2 Identification Cards

### Purpose

The purpose of this policy is to ensure the safety and security of students, staff, and visitors by requiring all Mineola ISD employees to wear their District Identification Card at all times while serving in an official capacity. The ID card also functions as a key card to access district facilities, and its proper use is critical to maintaining campus security by restricting unauthorized access.

### Policy

All Mineola ISD employees must wear their District Identification Card visibly at all times both on or off school premises and serving in an official capacity. The ID card must also be used responsibly as a key card to access district facilities.

### Definitions

**District Identification Card (ID Card):** An official photo identification card issued by Mineola ISD that includes the employee's name, photograph, job title, and department. The card also serves as a key card for access to district facilities.

**Official Capacity:** Any time an employee is performing duties related to their employment with Mineola ISD, including but not limited to, during school hours, at school events, on school premises, and when representing Mineola ISD in any capacity, at any location, including but not limited to other schools and on field trips or athletic events.

#### 1. Issuance of ID Cards:

- a. All employees will be issued a District Identification Card upon hiring and are responsible for the card's care and maintenance.
- b. Lost or damaged ID Cards must be reported **immediately** to the Mineola ISD Police Department, and a replacement card will be issued.
- c. A fee of \$10 is charged for all lost ID Cards.
- d. A fee of \$5 is charged for all damaged ID Cards.
- e. Defective cards will be replaced at no charge.
- f. Employees are required to take photographs when provided by the District in order to maintain a current photo for the ID Card.

#### 2. Display of ID Cards:

- a. The ID Card must be worn in a manner that is clearly visible at all times.
- b. Acceptable methods of displaying the ID Card include a lanyard, badge clip, or other holders.
- c. The ID Card must not be altered, defaced, or obstructed in any way.

### **3. Use of ID Cards as Key Cards:**

- a. The ID Card functions as a key card and must be used to access district facilities as required.
- b. **Employees shall not loan their ID Card to another person or student under any circumstances.**
- c. Employees must report any unauthorized use or loss of their ID Card immediately to their supervisor.

### **4. Security and Access:**

- a. The ID Card serves as a security measure and is required for access to certain areas within the district.
- b. Employees must present their ID Card upon request by school officials, security personnel, or law enforcement officers.

### **5. Responsibility and Compliance:**

- a. Employees are responsible for ensuring they have their ID Card on them at all times while serving in their official capacity.
- b. Failure to wear or appropriately use the ID Card as required may result in disciplinary action in accordance with district policies and procedures.

### **6. Exceptions:**

- a. Temporary exceptions to this policy may be granted by the Chief of Police or Superintendent in specific situations where wearing the ID Card is impractical (e.g., certain physical education activities, performances).
- b. Employees granted an exception must still carry their ID Card and present it upon request.

### **7. Visitor and Contractor Identification:**

- a. All visitors and contractors must sign in at the main office and wear a temporary visitor identification badge while on school premises.
- b. Visitors and contractors must adhere to the same visibility standards as district employees.
- c. Visitor identification badges must be returned to the office that issued them upon the visitor's departure from our facility and the badge must then be destroyed.
- d. The Mineola ISD Maintenance Department may issue a Contractor Identification Card to a third party contractor. These contractors are not required to sign in with the campus front office if they are escorted by the Mineola ISD Department that requested their service.
- e. Law enforcement officers from other jurisdictions or security officers under contract with Mineola ISD may be issued a Law Enforcement ID Card or Security ID Card by the Chief of Police. Individuals issued these

credentials are required to check in any campus front office prior to touring the campus.

**Compliance:**

Failure to comply with this policy **will** result in disciplinary action and/or loss of access to District facilities.

## 2.3 Vehicle Identification Insignia

### Purpose

To ensure the safety and security of Mineola Independent School District (MISD) campuses by regulating vehicle identification on school property in accordance with **Sec. 37.106 of the Texas Education Code**.

### Policy Statement

All employees (including substitute teachers) of the Mineola Independent School District are required to display approved district-issued parking permits on their vehicles when parked or while driving on school property. This policy outlines the issuance, display, and enforcement of vehicle identification insignia.

#### 1. Issuance of Parking Permits

- a. **Eligibility:** All MISD employees, including substitute teachers and volunteers, who park or drive their vehicles on school property.
- b. **Application:** Employees must request a parking permit through the MISD Police Department.
- c. Issued parking permits remain the property of Mineola ISD and may be removed from any vehicle at any time by the MISD Police Department.

#### 2. Display of Parking Permits

- a. **Placement:** The parking permit must be clearly displayed on the lower left side of the rear window of any vehicle driven onto school property.
- b. **Visibility:** The permit must be unobstructed and clearly visible from outside the vehicle.
- c. The parking permit must be for the current school year.

#### 3. Exemptions

- a. **Safety Concerns:** Employees who believe that displaying the parking permit will compromise their safety may apply for an exemption.
- b. **Application for Exemption:** The employee must submit a written request to the Chief of Police, explaining the safety concerns.
- c. **Approval Process:** The Chief of Police will review the request and may approve the exemption if it is deemed legitimate.
- d. **Alternate Measures:** If an exemption is granted, the employee may be required to adhere to alternate security measures as determined by the Chief of Police.

#### **4. Enforcement**

- a. **Compliance:** All employees must comply with this policy while parking or driving on MISD property.
- b. **Violations:** Any employee found in violation of this policy may be subject to disciplinary action.

## **2.4 Visitor / Access / Delivery Control**

### **Policy Statement**

Mineola Independent School District is committed to maintaining a safe and secure learning environment for all students, staff, and visitors. In order to ensure the safety and security of our campuses, all visitors and deliveries must adhere to the following policy when entering any Mineola ISD campus or facility. In no way does this Policy, or any other Mineola ISD policy, intend to discourage parents or guardians, once properly verified as authorized campus visitors, from visiting campuses they are authorized to visit.

#### **1. Required Check-In**

All visitors, including parents, guardians, volunteers, contractors, and vendors, are required to check in at the front office of the campus they are visiting immediately upon arrival. Visitors may not proceed beyond the front office without authorization.

**Employees are not authorized to allow a visitor, contractor or vendor to bypass the campus check in and screening system without Administrator approval.**

#### **2. Identification Requirement**

Visitors must present a valid, government-issued photo identification (e.g., driver's license, state ID, passport) upon check-in. The identification will be scanned and processed through the district's electronic visitor management system.

#### **3. Visitor Screening**

All visitors will be screened through the district's visitor management system, which checks visitor information against public sex offender registries and other safety databases. Visitors who do not pass the screening process may be denied entry.

#### **4. Visitor Badge Requirement**

Visitors who are cleared through the screening process will be issued a visitor badge that must be worn at all times while on campus. Visitors must return to the front office to check out and return the badge before leaving the campus.

#### **5. Access Limitations**

Visitor access is limited to designated areas approved by campus administration. Visitors may not enter classrooms, playgrounds, or other instructional areas unless approved for a specific purpose (e.g., scheduled parent conference, classroom volunteer assignment).

#### **6. Deliveries to District Facilities**



To enhance security, accountability, and operational efficiency, all deliveries for Mineola Independent School District (ISD) must be directed to the Mineola ISD Administration Office located at:

**Mineola ISD Administration Office**

1695 West Loop 564  
Mineola, TX 75773

**Policy Details:**

**1. Centralized Delivery Point:**

All packages, materials, and shipments—regardless of vendor or courier—must be delivered to the above address.

**2. Distribution Responsibility:**

Upon receipt, the administration office will coordinate distribution to the appropriate campus, department, or staff member as needed.

**3. Exceptions:**

**Exceptions to this policy must be individually approved by the respective campus administrator or department head. Exceptions may include, but are not limited to:**

- a. Time-sensitive deliveries
- b. Oversized items
- c. Perishable goods
- d. Emergency shipments

**1. Non-Compliance:**

Deliveries made directly to campuses without prior approval may be refused or redirected to the administration office. Non-compliance by employees is subject to disciplinary action.

## **2.5 Restrictions Regarding Registered Sex Offenders**

### **1. General Prohibition**

In accordance with Texas state law and District policy, registered sex offenders are prohibited from entering Mineola ISD property—including, but not limited to, campuses, athletic facilities, district offices, and school events—unless expressly authorized by Mineola ISD Administration as provided in this policy.

### **2. Parent Exceptions**

Mineola ISD recognizes that some registered sex offenders may be parents or guardians of students enrolled in the district. In such cases, the district will work to balance the parent's legal rights with the need to ensure the safety of students and staff.

Registered sex offenders who are parents or guardians may only be permitted on district property under the following strict conditions:

- a. Prior written approval must be obtained from the campus principal and the district's superintendent or designee.
- b. The parent must check in at the front office, present valid government-issued identification, and be screened through the visitor management system.
- c. The parent must be escorted by school personnel at all times while on campus.
- d. The parent's access will be restricted to the front office area or other designated areas, as determined by campus administration.
- e. The parent may not visit classrooms, cafeterias, playgrounds, or other student areas unless specifically approved for a designated meeting with school personnel.
- f. Violations of these conditions will result in immediate removal from district property and possible legal action.

### **3. Notification Requirement**

Registered sex offenders who are parents or guardians must notify the campus principal and the district's superintendent prior to requesting campus access. Failure to provide such notification may result in denial of access and other administrative action.

### **4. Enforcement and Violations**

Visitors who refuse to comply with check-in procedures, screening, or visitor requirements may be denied entry or asked to leave district property.

Violations of this policy may result in the visitor being banned from all Mineola ISD campuses and events.

Campus administrators have the authority to enforce this policy and involve law enforcement when necessary to ensure the safety and security of students and staff.

## **5. Policy Review and Updates**

This policy shall be reviewed annually by district administration to ensure compliance with state law and district safety initiatives. Any updates will be communicated to staff, parents, and community members as necessary.

## **2.6 Facility Security Component Maintenance and Reporting**

### **MISD Board Policy CSA Legal, and CSA Local**

#### **Policy Purpose**

To comply with Texas Administrative Code 61.1031(d)(3), this policy ensures Mineola ISD performs maintenance and functional verification of facility safety components at required intervals, and promptly addresses any deficiencies reported by staff or discovered during inspections.

#### **Policy Statement**

Mineola ISD shall perform at least twice-yearly maintenance checks to ensure the facility components required in subsection (c) of Texas Administrative Code 61.1031 function as required. At a minimum, maintenance checks shall ensure the proper functioning of the eight (8) items listed in 61.1031(d)(3) which include the following:

- a. Instructional facility exterior doors function properly, be set to a closed, latched, and locked status, except that a door may be unlocked if it is actively monitored or within an exterior secured area; and for the purposes of ventilation, as designated in writing as part of the multi-hazard emergency operations plan under TEC, 37.108, specific exterior doors are allowed to remain open for specified periods of time if explicitly authorized by the school safety and security committee established by TEC, 37.109, when a quorum of members are present, and only if it is actively monitored or within an exterior secured area. Exterior doors shall include a mechanism that fully closes and engages locking hardware automatically after entry or egress without manual intervention, regardless of air pressure within or outside of the facility, and a mechanism that allows the door to be opened from the inside when locked to allow for emergency egress while remaining locked;
- b. The locking mechanism for any ground-level windows that can be opened function properly.
- c. Any perimeter barriers and related gates function properly.
- d. All panic alert or similar emergency notification systems in classrooms and campus central offices function properly, which includes at least verification from multiple campus staff and classroom locations that:
  - i. a notification can be issued and received by the appropriately designated personnel, and
  - ii. that the alert is successfully broadcast to all campus staff and to appropriate law enforcement and emergency responders.

- e. All school telephone systems and communications infrastructure provide accurate location information when:
  - a 9-1-1 call is made in accordance with state and federal laws and rules, and
  - when an alert is triggered in accordance with this section.
- f. All exterior master key boxes function properly, and the keys they contain function properly.
- g. Law enforcement and emergency responder two-way radios operate effectively within each instructional facility.
- h. Two-way radios used by school system peace officers, school resource officers, or school marshals properly communicate with local law enforcement and emergency response services.
- i. Any Mineola ISD employee who becomes aware of a facility component functionality deficiency that would be identified during the twice-yearly maintenance review shall report the deficiency to campus or district administration immediately, regardless of the status of the twice-yearly maintenance review.
- j. Any deficiencies discovered as a consequence of maintenance checks shall be corrected immediately.

#### **Administrative Responsibility**

- a. The Mineola ISD Police Department shall coordinate and document all required maintenance checks and corrective actions.
- b. Campus Administrators shall ensure compliance at the campus level and oversee deficiency reporting procedures.
- c. All Staff are required to comply with immediate reporting obligations for any observed facility component deficiencies.

## **2.7 Raptor Alert System Usage and Emergency Communication**

### **Purpose**

To ensure Mineola ISD complies with Texas Education Code §37.117 regarding silent panic alert technology and provides all staff, including substitutes, with effective means to initiate immediate emergency communication with district and emergency personnel.

### **Policy Statement**

In accordance with Texas Education Code §37.117, Mineola ISD provides each classroom with silent panic alert technology via the Raptor Alert Mobile Application System, which enables immediate contact with:

- District police and emergency services
- Local law enforcement
- Fire and health departments
- Campus administration

### **Requirements for Staff**

#### **1. Raptor Phone Application Installation**

- a. All district employees, including substitute teachers, are required to have the Raptor Alert mobile application installed and accessible on their personal or district-issued mobile device during instructional hours and while on campus.
- b. Employees must ensure the app is updated and functional daily.
- c. Training will be provided during onboarding and recurring safety drills.

#### **2. Alternative Communication Method**

- a. Any staff member or substitute who cannot install or use the Raptor Alert application due to device limitations, personal restrictions, or other approved reasons, will be issued a two-way radio capable of direct communication with:
  - District Police Department
  - Campus Administration
- b. Radios must be kept on the staff member's person and turned on the appropriate channel while on duty.

#### **3. Emergency Drills and Compliance**

- a. Use of the Raptor Alert system and two-way radios will be included in regularly scheduled emergency drills.
- b. Failure to comply with this policy may result in corrective action, up to and including removal from the substitute list or other disciplinary measures, in accordance with district procedures.

**Responsibilities**

- a. Campus Principals and Department Heads will verify that all staff and substitutes have the Raptor Alert mobile application or are issued a radio.
- b. District Police and Technology Departments will support system functionality and training.
- c. Human Resources will ensure this policy is included in new employee and substitute onboarding materials.

## **2.8 Key Issuance Policy**

### **Purpose**

The purpose of this policy is to establish uniform procedures for the issuance, accountability, and return of district keys in order to ensure the safety and security of Mineola ISD facilities.

### **Key Storage**

- All surplus and unassigned keys shall be stored by the Mineola ISD Maintenance Department in a secure location.
- Keys shall not be duplicated, transferred, or loaned without prior written authorization.
- If a key needs to be cut or retrieved from the Maintenance Department, only the Mineola ISD Police Department is authorized to make that request.
- **No person shall be issued a key without authorization from the Mineola ISD Police Department.**

### **Authorization & Approval**

- Requests for keys must be submitted to the campus principal or a district-level administrator.
- Upon approval, the administrator will forward the request to the Mineola ISD Police Department for issuance.
- The Police Department is responsible for verifying the request, authorizing issuance, releasing the key, and ensuring documentation is completed.

### **Issuance & Documentation**

- A Key Issuance Form must be completed for every key issued. This form will include the employee's name, position, assigned campus/department, key type, date of issuance, and signatures of both the issuing officer and recipient.
- A district master spreadsheet will be maintained to track all keys issued, returned, or reallocated.
- The Mineola ISD Police Department will ensure this spreadsheet remains accurate and up to date.

### **Vendors & Volunteers**



- Any vendor or volunteer approved to be issued a key must undergo a criminal background check.
- Background checks shall be processed and approved by the Director of Human Resources prior to the issuance of any key.
- No key shall be issued to a vendor or volunteer without written HR clearance and Mineola ISD Police Department authorization.

### **Key Returns**

- When a key is no longer needed, it must be returned immediately to the campus principal or district-level administrator.
- The administrator will promptly return the key to the Mineola ISD Police Department.
- The district master spreadsheet will be updated to reflect the return and the Key Issuance Form will be closed out.

### **Accountability**

- Employees, vendors, and volunteers issued keys are personally responsible for the security of those keys.
- Lost, stolen, or misplaced keys must be reported immediately to the Mineola ISD Police Department and campus administration.
- Failure to comply with this policy may result in disciplinary action, revocation of key privileges, and/or restitution for costs incurred due to rekeying or other security measures.

## **Section 3: Medical Emergency Training and Equipment**

### **3.1 Mineola ISD Traumatic Injury Response Protocol**

Board Policy CKD Legal

#### **Purpose**

Mineola Independent School District (MISD) is committed to the safety and well-being of students, staff, and visitors. In accordance with Sec. 38.030 of the Texas Education Code, MISD establishes this Traumatic Injury Response Protocol to ensure employees and volunteers are prepared to respond effectively to traumatic injuries involving blood loss.

#### **Bleeding Control Stations**

##### **1. Availability & Storage**

- a. MISD shall maintain Bleeding Control Stations at each campus and facility.
- b. Stations shall be stored in easily accessible locations selected by the School Safety and Security Committee.
- c. Stations shall be clearly marked and regularly maintained.

##### **2. Contents of Bleeding Control Stations**

Each station will contain, at minimum:

- Tourniquets (military-grade, approved for battlefield trauma care)
- Chest seals
- Compression bandages
- Bleeding control bandages
- Space emergency blankets
- Latex-free gloves
- Markers (for noting time of tourniquet application)
- Scissors
- Instructional documents from the American College of Surgeons or U.S. Department of Homeland Security

Additional medical materials may be included if they:

- Can be stored within the station,
- Are used for treating traumatic blood loss, and
- Are approved by local law enforcement or emergency medical services personnel.

#### **Training Requirements**

##### **1. Mandatory Training for Key Personnel**

MISD will provide agency-approved training to personnel reasonably expected to use a bleeding control station, including:

- a. School district peace officers
- b. School security personnel
- c. Designated school personnel

## **2. Student Instruction**

MISD will annually offer instruction on bleeding control station use to students in grades 7 and above. Training will be provided online, by a District Police Officer or by other trained staff. If online training is conducted, students must provide the certificate of completion to advance to the skills portion of the training.

## **3. Training Course Criteria**

Training shall follow nationally recognized, evidence-based guidelines for bleeding control. The course must include hands-on instruction in chest seal placement and wound management. **Training may be delivered online or in-person by:**

**- Emergency medical technicians, paramedics, law enforcement officers, firefighters, healthcare educators, school employees, or other qualified individuals.**

## **Legal Immunity & Liability Protection**

### **1. Good Faith Use Protection**

- a. Employees and volunteers using a Bleeding Control Station in good faith are immune from civil liability for resulting damages or injuries.
- b. The use of a Bleeding Control Station is considered within the scope of an employee's job duties, providing legal protection under TEC Sec. 22.0511.
- c. Volunteers are also protected under TEC Sec. 22.053.

### **2. No Creation of Legal Action**

- a. This policy does not create a cause of action against MISD, its employees, or volunteers.
- b. MISD remains protected under Sections 22.0511, 22.053, and 101.051 of the Civil Practice and Remedies Code.

## **Annual Review & Compliance**

- a. This protocol shall be reviewed and updated annually by the MISD School Safety and Security Committee.
- b. The district will ensure ongoing compliance with state laws and training mandates.
- c. Regular inspections of bleeding control stations will be conducted to ensure readiness.

## **Section 4: Weather Safety**

### **4.1 Lightning Protocol**

#### **1. Purpose**

The purpose of this policy is to ensure the safety of students, staff, athletes, spectators, and visitors during outdoor activities when lightning poses a hazard. Mineola ISD is committed to a proactive approach by utilizing the Perry Weather lightning detection and alert system installed at Meredith Memorial Stadium and by enforcing district-wide safety procedures.

#### **2. Overview of Lightning Risk**

- Lightning is one of the most frequently encountered severe weather hazards, responsible for approximately 100 deaths and 400 injuries annually in the U.S.
- The peak lightning threat occurs between May and September, between 10:00 a.m. and 7:00 p.m., which coincides with school and athletic activity schedules.
- Lightning may strike even without visible thunderclouds or heard thunder. All outdoor activities (extracurricular and during school hours) shall follow the precautions and protocols outlined in this policy.

#### **3. Chain of Command**

A Lightning Safety Chain of Command will be established prior to every during-school or extracurricular outdoor event. The designated chain includes:

- **Incident Commander (IC):** District Level Administrator or Administrator on Duty
- **Field Supervisor:** Head Coach, Athletic Trainer, Director, or other assigned staff
- **Designated Weather Watcher:** Assigned staff monitoring Perry Weather alerts and sky conditions
- **Communication Liaison:** Staff member responsible for notifying participants and spectators of delays or evacuations

The Incident Commander has the authority to suspend or resume activities based on weather conditions and Perry Weather alerts.

#### **4. Perry Weather System Protocol**

Mineola ISD utilizes the Perry Weather lightning detection system as its primary tool for monitoring lightning activity.

- If lightning is detected within 10 miles, Perry Weather will trigger a Red Alert.
- Upon Red Alert activation:
  - All outdoor activities must be suspended immediately.
  - All stadiums, baseball fields, and softball fields must be fully evacuated.
  - All participants, staff, and spectators must seek safer shelter immediately.
- The system automatically starts a 30-minute countdown once the last lightning strike is detected within the 10-mile radius.
- If another strike occurs during the delay, the 30-minute clock resets.

#### **5. Contingency Protocol for Perry Weather System Outages**

If the Perry Weather system is offline or otherwise unavailable, Mineola ISD will follow the UIL Lightning Safety Best Practices as the default lightning policy.

- If thunder is heard within 30 seconds of a visible lightning strike, or if a cloud-to-ground lightning bolt is observed, it indicates that the storm is dangerously close.
- All outdoor activities must be suspended immediately, and all individuals should seek appropriate shelter.
- Activities may not resume until at least 30 minutes have passed since the last observed lightning strike or sound of thunder.
- If additional lightning or thunder is observed during the waiting period, the 30-minute clock must be reset from the most recent occurrence.

#### **6. General Suspension Guidelines**

##### **- Before/During Activities:**

- If thunder is heard or lightning is seen (even without a Perry Weather alert), activities must be suspended.
- Imminent weather signs include darkening skies, increased winds, and distant thunder.

##### **- Resumption of Activities:**

- Activities may resume only after 30 minutes have passed since the last detected lightning strike or sound of thunder.
- **Only the Incident Commander may authorize the resumption of activities.**

## **7. Safer Shelter Locations**

### **Primary Shelter:**

- Any permanent building with four solid walls, a roof, electrical wiring, and plumbing (e.g., school buildings, field houses, and gyms).

### **Secondary Shelter:**

- Fully enclosed vehicles with a metal roof and closed windows.
- Individuals must not touch metal parts of the vehicle's frame during a storm.

### **Unsafe Locations (DO NOT USE):**

- Dugouts, picnic shelters, metal pavilions
- Under trees or near flagpoles/light poles
- Open fields or bleachers

## **8. Individual Lightning Safety**

If shelter is unavailable and lightning is imminent:

- Individuals should assume a lightning-safe position:
  - Crouch low to the ground
  - Place weight on balls of feet
  - Keep feet together
  - Cover ears and lower head
  - Do not lie flat

## **9. Medical Response for Lightning Strike Victims**

- Call 911 Immediately
- Lightning victims are safe to touch—they do not carry an electrical charge
- Move the victim to a safe area if necessary
- Begin CPR or first aid as needed:
  - Check Airway, Breathing, and Circulation
  - Treat for shock, burns, and fractures
  - Monitor for hypothermia

## **10. Staff and Participant Rights**

All students, staff, and spectators have the right to seek shelter if they believe they are at risk of lightning injury, without penalty or repercussion.

## **11. Training and Communication**

- All coaches, sponsors, and outdoor supervisors will be trained annually on:
  - Lightning signs and risks
  - Use of Perry Weather system
  - Emergency procedures and shelter locations
- Staff will receive alert protocols through school communications, and signage will be placed near fields and venues.

## **12. Policy Enforcement**

- Failure to follow this lightning safety policy may result in administrative review.
- This policy applies to all outdoor events including, but not limited to:
  - Athletic practices and competitions
  - Band rehearsals and performances
  - Field days
  - Outdoor classes, recess or programs
  - All activities at stadiums and baseball/softball complexes