

Volunteer Safety Orientation



THE DISTRICT
EXCELLENCE
by Design

Ms. Frances Y. Yepez
Director of Construction and Emergency Management
July 2026

Campus Volunteers

- Always wear your District-issued Volunteer badge.
- All campus volunteers must enter through the front doors.
- All campus volunteers MUST sign in.
- All campus volunteers MUST leave through the front door.
- If your campus has a Volunteer Vest, be sure to return it at the end of your day.
- Attend all scheduled SAFETY trainings.
- Ask questions if you are not sure on what to do.





Required Drills and Appropriate Response

Standard Response Protocol (SRP) defines FIVE required drills each campus **MUST** conduct during the school year:

1. Hold - 1x year
2. Secure (Lockout) - 1x year
3. Lockdown (Imminent Threat) - 2x year
4. Evacuation - 1x year = combined with one (1)
5. Shelter-in-Place (Severe Weather **AND** HAZMAT)

*** Monthly Fire Drill when students are present on campus.

- Fire Drills are conducted monthly and during each of the following time periods:
 - Within **10 school days** after the start of the new school year.
 - Between November and the start of winter break.
 - Within **10 school days** after returning from winter break.
 - Between spring break and the end of the school year.

[I Love You Guys Website](#)



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced.
Do business as usual.

ADULTS

Close and lock door.
Account for students and adults.
Do business as usual.



SECURE! (Lockout)

Get inside. Lock outside doors.

STUDENTS

Return to inside of building.
Do business as usual.

ADULTS

Bring everyone indoors.
Lock outside doors.
Increase situational awareness.
Account for students and adults.
Do business as usual.



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight.
Maintain silence.
Do not open the door.

ADULTS

Recover students from hallway if possible.
Lock the classroom door.
Turn out the lights.
Move away from sight.
Maintain silence.
Do not open the door.
Prepare to evade or defend.



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to.
If possible, bring your phone.
Follow instructions.

ADULTS

Lead students to Evacuation location.
Account for students and adults.
Notify if missing, extra or injured students or adults.



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard.
Hazard
Tornado: Evacuate to shelter area.
Hazmat: Seal the room.
Earthquake: Drop, cover and hold.
Tsunami: Get to high ground.

ADULTS

Lead safety strategy.
Account for students and adults.
Notify if missing, extra or injured students or adults.

TEXAS STATE
Texas Schools Safety Council



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Standard Response Protocol

COMPREHENSIVE SAFE SCHOOL PLAN

Texas public schools must comply with Texas Education Code 37.108, addressing the preparation of a “Safe School Plan.”

Each school shall adopt and implement a safety plan for use in schools. The plan must address prevention, mitigation, preparedness, response, and recovery as defined by the Texas School Safety Center.

IN AN EMERGENCY

TAKE ACTION



Standard Response Protocol – Public Address	
Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!



Before you hear the drill
announcement you will hear...

"DRILL, DRILL, DRILL..."



- **After the Drill** – Debrief with your Volunteer Coordinator and relay any information to them
- There should be a Staff meeting within the next day or an email asking for your comments concerning the drill.

1. **HOLD** 1 x year "DRILL, DRILL, DRILL... HOLD, HOLD, HOLD"



Ex. Spill in the Hallway

Students are trained to:

- Clear the hallways and remain in your room until the "All Clear" is announced.
- Provide instruction as usual.

Staff and Adults are trained to:

- Close and lock the door.
- Account for students and adults.
- Provide instruction as usual.



2. SECURE! : 1 x year "DRILL, DRILL, DRILL... SECURE, SECURE, SECURE"

EX.irate Parent in the parking lot

Students are
trained to:

- Return to the inside of the building.
- Instruction as usual.

Staff and Adults are
trained to:

- Bring everyone indoors.
- Lock outside doors.
- Account for students and adults.
- Increase situational awareness.
- Instruction as usual.



3. **LOCKDOWN:** 2 x year “DRILL, DRILL, DRILL...LOCKDOWN, LOCKDOWN, LOCKDOWN” **Ex. EPPD issue**

- Turn off the lights, remain silent, move out of sight, and prepare to evade and defend.
- For elementary grades, use a visual by thrusting your hands down with your palms facing toward the floor.
- Classroom doors should be closed and locked/secured – Opened by first responders or adm with a key.



LOCKDOWN! 2 x year "DRILL, DRILL, DRILL...LOCKDOWN, LOCKDOWN" Ex. EPPD Issue



- Anyone can call out a "LOCKDOWN" on any imminent threat of violence against the school students and staff.
- If there is an active threat in the building, you need to do whatever it takes to keep yourself and students safe; barricade the door.
- Activate your SPAT (Panic) Button
- With an Armed Security Officer on campus, response time should be minimal.
- Turn off the lights, remain silent, move out of sight, and prepare to evade and defend.
- For elementary grades, use a visual by thrusting your hands down with your palms facing toward the floor.
- Classroom doors should be closed and locked/secured - Opened by first responders or administration with a key.



LOCKDOWN! *2 x year* "DRILL, DRILL, DRILL...LOCKDOWN,
LOCKDOWN, LOCKDOWN" **Ex. EPPD Issue** **Staff and Adults are trained to:**

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

- Recover any students from the hallway if possible
- Lock classroom door
- Turn out the lights
- Move away from sight
- Do not open the door
- Prepare to Avoid, *Defend*, or



4. **EVACUATE:** 1 x year “**DRILL, DRILL, DRILL...EVACUATE, EVACUATE, EVACUATE**” **Ex. No water, electricity, etc.**

- Evacuation assembly areas should be predetermined.
- Account for students and staff once you reach the assembly area(s).
- Off-site Evacuation may require relocation of students and staff.
- Transportation to a reunification site will be provided, if needed .



EVACUATE! *1 x year* “DRILL, DRILL, DRILL...EVACUATE, EVACUATE, EVACUATE”

Ex. No water, electricity, etc.



Students are trained to:

- Leave Stuff behind
- Form a single file line

This will typically follow a Fire Drill

Staff and Adults are trained to:

- **Bring GO BAG** Red/Green Card and Class Roster
- Lead the student to the evacuation location
- Account for students and adults
- Report injuries/issues using Red/Green Card method



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EVACUATE!

STEP 1 Red/Green Cards

- After taking roll, the Red/Green Card system is employed for administration or first responders to quickly and visually identify the status of the teachers' classes.
- **Green Cards (OK)** - All students accounted for, no help is necessary.



EVACUATE !

Evacuation of Campus

- The reunification will take place in the gym at the receiving campus.
- The receiving campus is responsible for setting up the Reunification area and will work with the DCMRT to implement the process of reuniting the student with their parent/guardian.
- The administration and counselors from the evacuated campus will assist with the sign-out process.
- The remaining faculty and staff from the evacuated campus will maintain control and account for their students.



5. Shelter-in-Place: 2 x year "DRILL, DRILL, DRILL... SHELTER, SI SHELTER"



Announce the type of hazard **WEATHER OR HAZMAT**.

- **Severe weather** requires shelter in classrooms, hallways, restrooms, or Stay away from windows and large assembly areas like gyms and cafeterias.
- **Hazmat** requires shelter in classrooms, closets, and offices. Seal air vents and the door.
Keep extra trash bags and tape in the trash can to seal the door and vents.
- Classroom doors should be closed and locked/secured.
- Release via an announcement

SHELTER IN PLACE 2 x year "DRILL, DRILL, DRILL... SHELTER, SHELTER, SHELTER" WEATHER OR HAZMAT.



Students are trained to:

- **Severe weather** requires shelter in classrooms, hallways, restrooms, or offices. Stay away from windows and large assembly areas like gyms and cafeterias.
- **Hazmat** requires shelter in classrooms, closets, and



Staff and Adults are trained to:

- Lead Safety Strategy.
- Close doors
- Account for students and adults.
- Notify if missing or injured students or adults.



Silent Panic Alert Technology – SPAT Drills

FALL SPAT Test Date – Done

in July

SPRING SPAT Test Date – Done

in January

Silent Panic Alert button “SPAT”

- Every desktop telephone has been programmed and labeled with a button that automatically calls a special line in Security Dispatch.
- Just push the button. The Campus Coordinator will show you
- Leave the handle down



Location is programmed in the phone – do not move phones around without notifying 4-1010

Secretary



Executive



Classroom



2026-2027



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Emergency: Dial 911 and activate your PANIC button

District Security: 915 434 - 0195
District Maintenance: 915 434 -1700
District Emergency Mgmt: 915 434 - 0090

SEVERE WEATHER



Seek Shelter

- ❖ In a classroom go to enclosed, windowless area.
- ❖ Stay away from glass and get on the lowest floor possible.
- ❖ Take cover under heavy tables or sturdy furniture.
- ❖ Crouch down and cover your head.
- ❖ Avoid elevators.
- ❖ In a flooding situation, move to higher ground.

SHELTER IN PLACE



Stay Calm

- ❖ Emergency notification will be issued through the campus public address system (PA)
- ❖ Remain in the building, enter a room, lock/barricade door, turn off lights, pull shades shut, separate from others, lay on the floor, place cell phones on vibrate, and call 911 or District Security at 915- 434-0195
- ❖ Do not leave the building until an directed by campus admin, Police or District Security.

FIRE



Evacuate

PUSH PANIC BUTTON

- ❖ Activate the fire alarm.
- ❖ Evacuate building per emergency evacuation plan.
- ❖ Use stairwells to leave building. **DO NOT** use elevators.
- ❖ Call 911 or District Security at 915-434-0195 and provide the location of the fire. Do not re-enter the building until authorized by emergency personnel.

UTILITY FAILURE



Remain Calm

- ❖ Call District Security at 915 434-0195 and District Maint. at 915 434-1700
- ❖ Identify location and failure type. Buildings may be evacuated due to the utility failure.
- ❖ If evacuation is necessary, follow the emergency evacuation plan.

ILLNESS AND INJURY



Stay Calm

- ❖ For emergencies, call 911 and District Security at 915 434-0195
- ❖ Give your name, describe the nature of the medical problem, and the location of the victim.
- ❖ Report employee illness and injury to your supervisor and Risk Management at 915 434-0480
- ❖ Report non-employee illness and injury to your supervisor.

MEDICAL EMERGENCY



Be Calm • Be Clear

PUSH PANIC BUTTON

- ❖ Call 911 or District Security at 915- 434-0195 and provide emergency, location, situation, condition of the victim, and other requested information.
- ❖ Ask if any bystanders are trained. If nobody is trained, then administer first aid and CPR/AED as needed.
- ❖ Remain with the victim until help arrives.

BOMB THREATS



Remain Calm

- ❖ Write down as much information from caller such as appearance and location of the device.
- ❖ Note any accents, gender, and background noise.
- ❖ Ask when the bomb is set to explode and what kind of bomb it is.
- ❖ Signal a co-worker to call 911 and District Security at 915 434-0195
- ❖ Report suspicious packages to 911 and District Security at 915 434-0195

PUSH PANIC BUTTON

ACTIVE SHOOTER



Avoid • Deny • Defend

- ❖ Call 911 and District Security at 915 434-0195
- ❖ If possible, run and exit building.
- ❖ If you cannot run, hide in a sheltered place.
- ❖ Lock and barricade door with heavy furniture, turn off the lights, and silence your cell phones.
- ❖ If confronted, fight aggressively.

PUSH PANIC BUTTON

HAZARDOUS MATERIAL



Stay Away

- ❖ Leave the room immediately.
- ❖ Activate the fire alarm to evacuate the building
- ❖ Call 911 and District Security at 915 434-0195 and provide the following:
 1. Name of Material
 2. Quantity of Material
 3. Location of Incident
 4. Number of persons injured or exposed to the material.
 5. Details concerning the incident
 6. Do not re-enter the building.

PUSH PANIC BUTTON

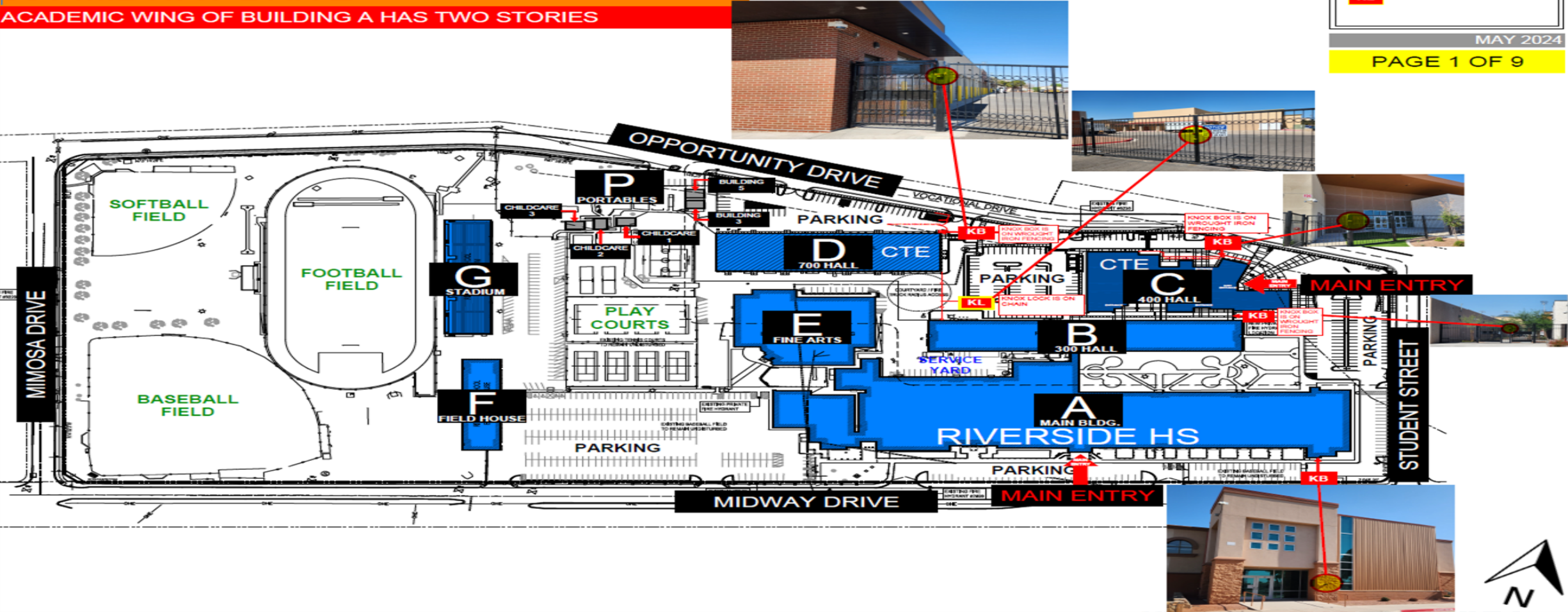
Emergency Operations 7-9-2025

Cheat Sheet on Emergency Situations



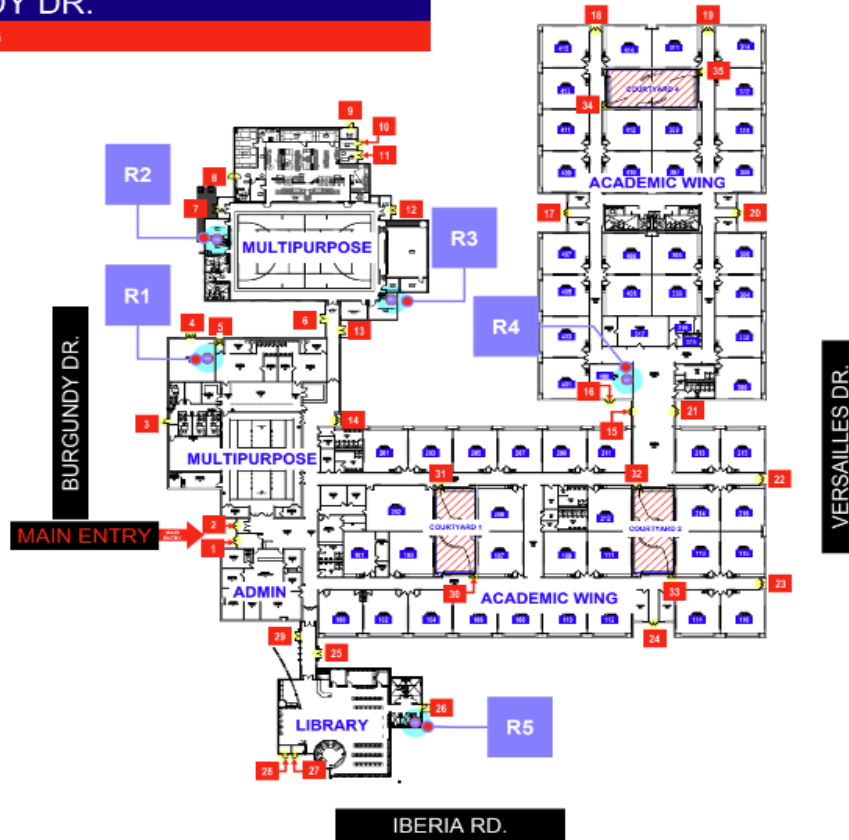
Campus Maps

RIVERSIDE HIGH SCHOOL
301 MIDWAY DRIVE
ACADEMIC WING OF BUILDING A HAS TWO STORIES

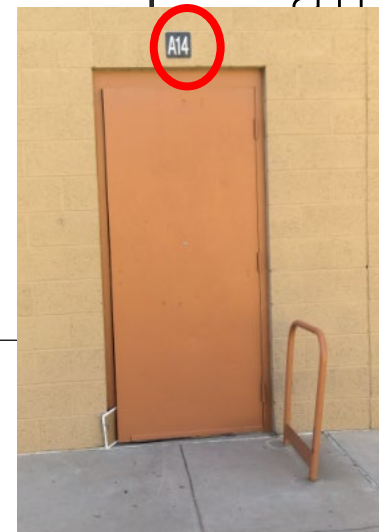


Door Numbering

ALICIA CHACON IS
920 BURGUNDY DR.
ONE-STORY BUILDING

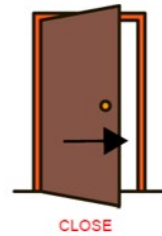
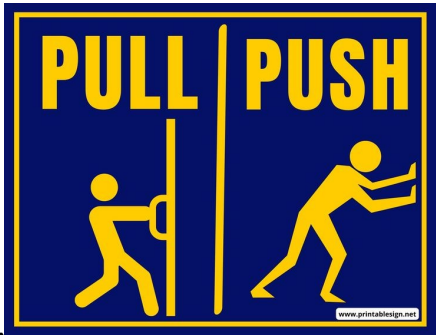


- Every exterior door has a number above it so it is identifiable in an emergency.
- Use these numbers to alert campus administration of any malfunctioning doors.



Door Safety – Propping Doors open, Rocks, tablets, notebooks, etc.

- If you find a door propped open with a rock, take the rock out and close the door



All Visitors must enter through the front. (19 Texas Administrative Code Chapter 61.1031 a (5))



- Notify your Vol. Coordinator of the situation
- Always ensure the door closes and is secured when you walk in or out.

TEA Intruder Audit Detection Report 2024-2025

- Edgemere ES 09.25.24 (BOT 11.13.24)
- Eastwood HS 09.26.24
- Eastwood Heights ES 09.26.24 **DONE 25/26**
- Presa ES 09.26.24 **DONE 25/26**
- Ysleta HS 09.26.24 **DONE 25/26**
- North Star ES 09.27.24 **DONE 25/26**
- Alicia Chacon IS 10.17.24 **DONE 25/26**
- Ysleta MS 10.17.24 **DONE 25/26**
- Loma Terrace ES 10.21.24 **DONE 25/26**
- Thomas Manor ES 10.21.24 **DONE 25/26**
- Parkland ES 10.22.27 **DONE 25/26**
- Pebble Hills ES 11.07.24 **DONE 25/26**
- Eastwood Knolls IS 11.07.24 **DONE 25/26**
- Del Valle ES 11.12.24 **DONE 25/26**
- Riverside ES 11.14.24 (BOT 12.12.24) **DONE 25/26**
- Ysleta PreK 11.18.24
- Bel Air HS 11.18.24 **DONE 25/26**
- North Loop ES 12.05.24 **DONE 25/26**
- Del Valle HS 12.06.24 **DONE 25/26**
- Cesar Chavez 12.09.24 **DONE 25/26**
- Eastwood MS 12.09.24
- Scotsdale ES 12.9.24 **DONE 25/26**
- Desertaire ES 01.13.2025 (BOT 02.12.25) **DONE 25/26**
- J.M. Hanks HS 01.13.25 **DONE 25/26**
- Lancaster ES 01.14.25 **DONE 25/26**
- Glen Cove ES 01.23.25 **DONE 25/26**
- Parkland HS 02.12.25
- Ramona STEM ES 02.13.25 (BOT 03.19.25)
- Pasodale ES 02.14.25
- Parkland MS 02.19.25
- Hanks MS 02.19.25
- Parkland MS 02.19.25
- Tierra Del Sol ES 02.26.25 **DONE 25/26**

- REL Washington 03.20.25 (BOT 04.16.25)
- Thrive Academy 03.20.25
- Riverside MS 03.21.25
- Riverside HS 03.21.25
- Sageland ES 03.21.25
- Vista Hills ES 04.04.25
- Bel Air MS 04.07.25
- Ysleta ES 04.16.25 (BOT 05.14.25)
- Young Women’s Leadership Academy 04.16.25
- Valle Verde Early College 04.28.25
- Capistrano ES 05.02.25
- Del Valle MS/ Mission Valley ES 05.02.25
- Dolphin Terrace ES/Parkland PreK 05.09.25
- Eastpoint ES 05.15.25 (BOT 06.25.25)

Intruder Detection Audit (IDA) Quick View		
CAMPUS LIST	FINDINGS/FLAGS	CORRECTIVE ACTIONS
100% (46 of 46 visited)	16 (Excludes Any Flags)	0 (Outstanding CAs)
Campus Visits Breakdown 28 of 28 7 of 7 11 of 11	Findings Breakdown Intruder Detection Audit 4 Exterior Door Audit 10 Weekly Door Log Audit 2 Classroom Door Audit 0 * Not a finding	Corrective Actions Breakdown Total CAs Required 12 Total CAs Submitted 11 Total CAs Approved 11



Avoid Deny

Defend

Be Prepared

AVOID starts with your state of mind

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

DENY when getting away is difficult or maybe impossible

- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain out of sight and quiet by hiding behind large objects & silence your phone.

DEFEND because you have the right to protect yourself

- If you cannot Avoid or Deny be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly.
- **THIS IS ABOUT SURVIVAL**



AVOID/DENY/DEFEND

Since 2002, the Advanced Law Enforcement Rapid Response Training (ALERTT)™ program at Texas State University has been used to train law enforcement officers across the nation in how to rapidly respond to dangerous active threat situations.

Over the years we've seen response times shorten and the capabilities of law enforcement increase. As a result of increased public awareness, many citizens have asked what they can do to protect themselves and reduce the dangers faced during one of these events. As we've seen that hiding and hoping isn't a very effective strategy, Avoid Deny Defend® has been developed as an easy to remember method for civilians of all ages and abilities to follow.

AVOID | DENY | DEFEND™

During an act of violence (robbery, hostage situation, workplace violence, active shooter, etc):

AVOID starts with your state of mind.

- Pay attention to your surroundings
- Have an exit plan
- Move away from the source of the threat as quickly as possible
- The more distance and barriers between you and the threat, the better

DENY when getting away is difficult or maybe even impossible.

- Keep distance between you and the source
- Create barriers to prevent or slow down a threat from getting to you
- Turn the lights off and silence your phone
- Remain out of sight and quiet by hiding behind large objects

DEFEND because you have the right to protect yourself.

- If you cannot AVOID or DENY, be prepared to DEFEND yourself
- Be aggressive and committed to your actions
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

Call 911 when you are in a safe area.
When Law Enforcement arrives, show your hands and follow commands.

ALERTT
TEXAS STATE UNIVERSITY

Remember that **What You Do Matters.®**
For more information, visit AvoidDenyDefend.org
or email: ADD@alertt.org

ALERTT at Texas State University's Avoid Deny Defend® training is a not-for-profit vital message and may be used at no cost provided it is distributed at no cost to the end user. We only ask that you credit ALERTT at Texas State as the creators of the Avoid Deny Defend® program.
Texas State University is a member of the Texas State University System.



Classroom GO Bags

1. Class Roster including parent contact information
2. List of students with medical conditions or special needs and description of needs (i.e. medical issues, medications, dietary needs, allergies), marked confidential
3. Campus evacuation map with emergency phone numbers to include district Security phone numbers
4. Flashlight with batteries
5. Whistle
6. Duct Tape
7. Trash bags
8. Disinfecting wipes
9. Bottle of water and hard candy
10. Note pad/pen/ black marker/dry erase marker
11. First Aid Kit
12. Feminine products
13. **Field Trips** - Epinephrine pen and/or Narcan



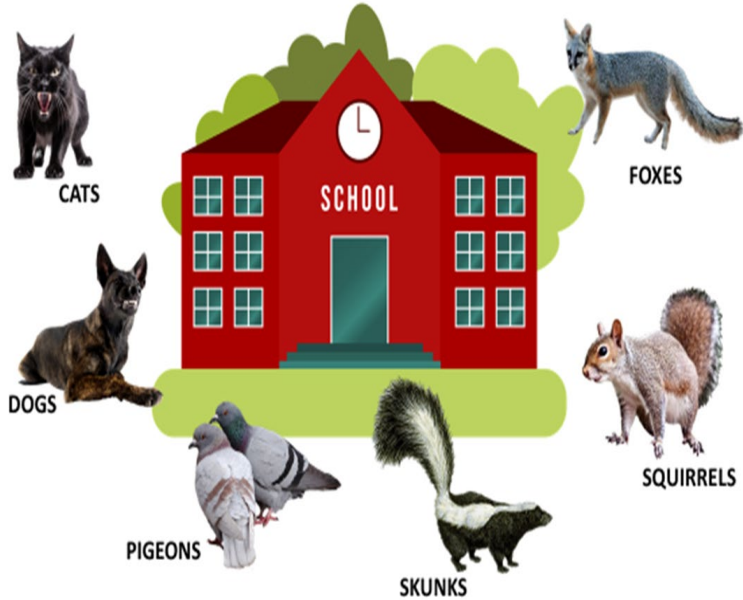
11 available



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Pest Control

PLEASE INFORM ALL STAFF PERSONEL TO REFRAIN
FROM FEEDING ANY OF THE FOLLOWING ANIMALS
ON DISTRICT PROPERTIES



For emergencies such as :

- Do not bring anything from home.
- Bats or stray dogs on campus. Please alert your campus Security and Vol. Coordinator. Keep students away and take them inside IF necessary.

COMMON PESTS AND ITEMS FOUND AT SCHOOLS
HANDLED BY YISD'S ENVIRONMENTAL TECHNICIAN



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- If you find an area inside the building

Emergency Operations and Preparedness

Thank You!

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Safe Schools Website: [Emergency Operations & Preparedness / Safe Schools Program](#)



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