

Reporting Guidance for School Emergencies or School Closures



19 TAC §103.1213 | REQUIRED REPORTING THROUGH SENTINEL

Sentinel serves as the statewide platform for emergency and school closure reporting providing school systems with a streamlined, easy-to-use system. Submitted reporting provides the Texas Education Agency (TEA) with timely information about emergency events, school closures, Standard Response Protocol (SRP) posture, and district operational needs. TEA's statutory authority to require reporting in Sentinel is codified in:

- 19 Texas Administrative Code (TAC), §103.1213, Required Reporting through Sentinel.
- Texas Education Code (TEC), §37.1083, Agency Monitoring of School District Safety and Security Requirements.
- 19 TAC, §103.1217, Safety During Extracurricular Activities.
- TEC, §37.015, Reports to Local Law Enforcement.



Sentinel reporting does not substitute the requirement for local law enforcement notification.

Decision Guidance

Question	And Include?	Must be Reported in Sentinel
Was a campus(es) closed or did operations change?	Full day, partial day, or building closed to students	Select the Report Reason that best describes the incident type and impact to the district / campus.
Was a firearm, prohibited weapon, or dangerous weapon discovered or found on school property or at an extracurricular activity?	Include all events of this type	Submit a Security Incident report.
Was Standard Response Protocol (SRP) initiated?	Lockdown; Evacuation; Shelter; or a significant Secure resulting from an emergency situation ON the campus	Submit a Security Incident report including SRP posture.
Was there a bomb threat or terroristic threat directed at a campus?	Include all events of this type	Submit a Security Incident report.
Was there deadly conduct on school property?	Include all events of this type	Submit a Security Incident report.
Was there a death of a student or staff member on school property?	Include all events of this type	Submit a Security Incident report or Administrative Incident report.
Was a campus(es) impacted by or closed for an administrative reason (e.g., sporting	Include all events of this type	Submit an Administrative Incident report.

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Question	And Include?	Must be Reported in Sentinel
events, polling location closure, staffing shortage, etc.)?		
Was a campus(es) impacted by or closed due to a weather-related event (e.g., severe storm, tornado, wildfire, etc.)?	Include all events of this type	Submit a Weather Incident report. Planned weather closures should be submitted prior to the closure.
Was a campus(es) impacted by or closed due to an infrastructure-related event (e.g., gas leak, power outage, HVAC failure, etc.)?	Include all events of this type	Submit an Infrastructure Incident report.

Report Reasons

Administrative

Use for an administrative condition that materially changes operations may include:

- Budget / Financial Emergency
- District-Wide Training / Planning
- Election Day Closure
- Medical
- Preventative Closure (Anticipated Risk)
- Scheduled Calendar Adjustment
- Staffing Shortage (Instructional)
- Staffing Shortage (Operational)
- Other

Infrastructure

Use for a facility, utility, access, or environmental condition may include:

- Gas Leak
- HVAC System Failure
- Mold / Environmental Hazard
- Pest Infestation
- Power Outage
- Road / Access Issue
- Roof or Structural Damage
- Water Supply / Plumbing Issue

Weather

Use for weather conditions that affect safety, transportation, facilities, or operations may include:

- Severe Thunderstorm
- Tornado
- Hurricane / Tropical Storm
- Flooding / Flash Flood
- Wildfire / Smoke
- Extreme Heat
- Winter Weather (Snow / Ice)
- Freeze / Power Conservation
- Dust Storm / High Winds

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Security Incident

Use for security threats on or near school property may include:

- Bomb Threat
- Firearm Incident
- Law Enforcement Activity Nearby
- Lockdown (Prolonged)
- Missing or Abducted Student
- Ongoing Investigation (Safety-Related)
- Threat to Campus (Anonymous / Direct)
- Weapons Incident
- Fatality on Campus
- Medical

Report Types

Report type	Use when
Full day closure	A campus or the district is closed for the entire instructional day.
Partial day closure	Operations are delayed, dismissed early, or interrupted for part of the day.
Transitioned to remote learning	In-person instruction changes to remote learning because of an emergency condition.
Building closed - staff reporting	Students cannot occupy the building, but designated employees continue reporting.
Non-closure	A reportable emergency or safety event occurs without closing the campus.