



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Safety Committee Meeting

May 23, 2024

5:30 PM

Committee Board Members: Otheree Christian (chair), Jamela Smith-Folds

Staff: Luis Freese (Associate Superintendent, Operations), Julio Franco (Director TK-12 Operations & Safety), Michael Booker (Safety & Emergency Preparedness Consultant) LaShante Smith (Director of Positive School Climate)

Agenda Documentation: Committee meeting agendas are available for review at the Facilities Operations Center (1400 Marina Way S, Richmond, CA 94804) and online at <http://www.wccusd.net>.

Documents that are public records will be made available for public inspection in the District office located at 1400 Marina Way S, Richmond, CA 94804, during regular business hours. In addition, such writings and documents may be posted on the District's website when the agenda is posted. [District Committees webpage \(https://www.wccusd.net/domain/1445\)](https://www.wccusd.net/domain/1445)
[District Safety Committee webpage \(https://www.wccusd.net/Page/344\)](https://www.wccusd.net/Page/344)

Meeting Location: 1400 Marina Way S, Richmond, CA 94804.

You can attend the meeting in person. The meetings are also broadcast via Zoom using the following link: **By computer, please click the link below to join the webinar:** <https://wccusd.zoom.us/j/92022935284>

Or Telephone: (669) 444 9171 US
Webinar ID: 920 2293 5284

Participating in Committee Meetings:

The public will have different opportunities to address the Committee. The Public can address the Committee during Public Comment and before an Action or Discussion item. The public can provide public comment in person, through the Zoom app, and by telephone. Public Comment will last approximately 10 minutes. The time allotted for each speaker is 2 minutes. If you are attending the meeting in person, you will need to submit a Request to Address the Board form to indicate your desire to speak during public comment on a non-agenda item before the item begins on an agenda item. If participating via Zoom, you will need to "raise your hand" by clicking on the appropriate icon in the Zoom app or by pressing *9 if accessing the meeting by phone. No "Yielding of time" or "Substitution of Speaker" is permitted. The public will have an opportunity to make public comments on agenda items after the presentation for each discussion and action item. The time allotted for public comment on each action or discussion item and items not discussed on the agenda will be no more than 10 minutes and 2 minutes per speaker.

Due to the Brown Act, Committee members cannot discuss items not on the agenda and do not usually respond to items presented in Public Comment.

Special Accommodations: Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Facilities Office at 510-307-4545 at least 48 hours in advance of meetings.

Order of Business: ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

MEETING AGENDA

A. OPENING PROCEDURES (20 minutes)

A.1 Call To Order

A.2 Approval of Agenda

A.3 Approval of Minutes

A.4 Next Meeting:

B. PUBLIC COMMENT

B.1 Public Comment (10 Minutes)

Members of the public are invited to speak on any matter related to the Safety Committee at this time. Members of the public may speak on individual items of interest in the agenda as the items are discussed.

D. DISCUSSION ITEMS (40 minutes)

D.1 Office of Neighborhood Safety

D.2 Safety and Emergency Operations

The committee is scheduled to receive a presentation concerning school physical safety. The presentation will provide an overview of safety and emergency operations necessary to respond effectively.

D.3 El Cerrito High School Physical Safety Project

The project focuses on enhancing the physical safety by controlling access to the campus, deterring unauthorized entry, and providing a secure boundary that helps protect students, staff and school property.

E. ANTICIPATED FUTURE MEETINGS

The Committee will discuss future meeting dates.

Safety & Emergency Operations Overview

West Contra Costa Unified School District

Michael Booker Sr.

Safety Consultant

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Phases of Emergency Management



Human Factors for School Safety (5 P's)

- Planning
- Process
- Policy
- Practice
- People



Prevention Phase



Prevention Review

- Climate & Safety at school sites
- TIER 1 Social/Emotional/Behavioral Strategies: Universal -- All Settings -- All Students
- TIER 2: Targeted Supports -- Some Students
- TIER 3: Intensive Supports -- Fewer Students
- Central Interventions: Social-Emotional Safety
- Long term strategies
- Data Review



Preparedness Phase



Training & Drills for Staff

- Keenan Safe Schools training for employees
- Regularly scheduled training for staff
- Ongoing review of drills and training protocols



School and Auxiliary Site Drill Calendar:

- Automated system for reporting drill completion (Google Form).
- Adhere to drill calendar
- K-12 Emergency Preparedness Drill Procedures

EMERGENCY DRILLS

LOCATION	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	L1	L2	E1	E2	W1	W2
ELEMENTARY SCHOOLS																
ATLANTIC ROAD																
BYRON-JONES																
CHANNELL STREET																
DALLAS HEIGHTS																
DAVIDSON ELEMENTARY																
HOUSTON																
POSSIBLE																
WILLIAM CHILDREN																
MIDDLE SCHOOLS																
ANDERSON																
BROOKLYN																
FOSTER ACADEMY																
JAMES WELCH																
MARTIN LUTHER KING JR.																
WALKER ELEMENTARY																
WILSON																



Layered Physical Security

Taking a layered approach to physical security ensures that the system works in an integrated way to detect, delay, and respond to threats, and helps to prevent single points of failure:

- **Perimeter Control**

Fencing, Gates

- **Outdoor Protective Measures**

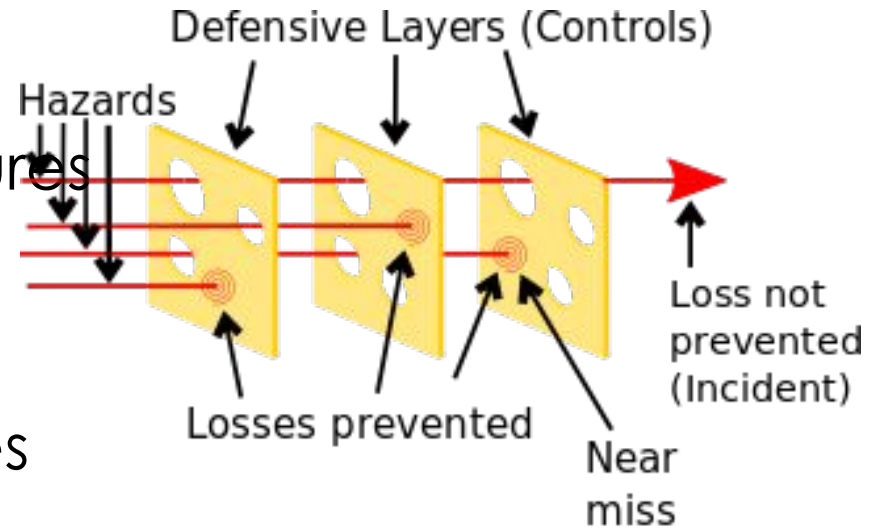
Lighting, Surveillance systems, Gates

- **Access Control**

Keys system, Locking Mechanism, Alarm system

- **Indoor Protective Measures**

Communications, Door locks, Surveillance system



Access Control/Visitors Policy

- Control points of access onto campus
 - *Reduce the number of doors/gates that may be opened from the outside during school hours*
- Enforce closed campus policy
- Visitor sign-in procedures
- Identification Badge Policy
- Train staff, including support personnel, to greet and challenge strangers
- Educate general public about access control strategies and compliance standards (626.7PC)
- Facilities assessments- district & site level



School Safety Quick Guide



School Safety Quick Guide

School Site Preparedness	Summary for Linked Documents
1. K-12 Emergency Preparedness Drill Procedures Revised 08/15/22	Procedures for conducting and reporting safety drills * All drills should be submitted on the google form and a hard copy of the information should be placed at the site for review, if needed.
2. Safety Walk Dashboard	Google form collects data for physical safety compliance at each site. Safety dashboard shows school site safety data.
3. WCCUSD CSSP Instruction Sheet Revised 08/15/22	Comprehensive School Safety Plans instructions for completing plans in Doc Tracking - www.doc-tracking.com Maps can be used for CSSP, PNG Aerial Maps , Aerial Maps
Safety Access/Visitor Procedures	Summary for Linked Documents
4. Access Control for Sites	Strategy for implementing safe and secure environments for school sites
5. Visitor Policy Revised 7/01/23	Explains visitors sign in procedures and entering a school site.
Emergency Response Protocols	Summary for Linked Documents
6. Standard Response Protocols (Classroom/Office Guide Index) New 9/16/23	WCCUSD standard emergency responses for school sites. Red books are placed in classrooms and offices.
7. Emergency Notification Procedures Revised 09/18/23	Notification procedures for reporting emergency incidents



Comprehensive Site Safety Plan



SCHOOL:
ADDRESS:
PHONE NUMBER:
School Board Approval

Declaration Page

Preface

Section 1: Introduction

Section 2: Concept of Operations

Section 3: Preparedness Efforts

Section 4: Emergency Response Roles

Section 5: Emergency Response Actions

Section 6: Emergency Evacuation Procedures

Section 7: School Climate Index

Section 8: Bullying

Section 9: Attendance

Section 10: School Climate Report

Comprehensive School Safety Plans completed in Doc Tracking)- www.doc-tracking.com

RESPONSE PHASE



Physical Security Strategy

Physical Security Strategy	Measure Definition	Examples
Detection	Measures that communicate that a safety-related incident is occurring or about to occur	Monitored closed-circuit TV (CCTV); open-sight designs allowing for natural surveillance to occur
Delay	Measures that increase the level of effort, resources, and time necessary for a safety-related incident to occur	Fencing; reinforced windows or doors; staff presence; automatic lock mechanisms at facility entrances
Response	Measures that contribute to overcoming a threat or limiting the damage caused by a threat	Communication & notification equipment; first aid kits



Levels of Emergencies

Level 1 - School Emergencies

Situations in which the scope is limited to school settings and school-based personnel, and no assistance is needed.

Level 2 – District-wide Emergencies

These are events where support and involvement is required from the school district personnel or members of the District Emergency Team. While these events may require help from non-school employees, they do not reach the scope and gravity of community-level disasters requiring community-wide support.

Level 3 – Community/Countywide Emergencies

These include large-scale events during which coordination of services from school, district and local community response agencies is warranted. In many of these situations the school's role is to implement protocols until appropriate community agencies (e.g., police, fire and rescue) respond and assume responsibility. However, schools must be prepared to rely on their own resources until help arrives.



Response Actions

- During an emergency, there are Four primary responses:
 - Secure
 - Lock-down
 - Evacuation
 - Shelter-in-place
- Each response type must be used when addressing emergency situations
- District personnel respond based on type of event



SECURE

- Is the protocol for securing the perimeter of school but classroom and normal activities continue uninterrupted.

Secure Initiated:

- Threat or hazard outside of the school premises
- Violence or criminal activity in the immediate neighborhood
- Dangerous animal on or near the grounds
- Planned police activity in the neighborhood.



LOCKDOWN

- Is the protocol to secure individual rooms and keep students quiet and in place. All activities cease operations

Lockdown Initiated:

- Threats or hazards inside the school building
- Intruder(s) in building
- Report of a weapon
- Dangerous animal on campus
- Angry or violent parent or student
- * Active armed assailant- (Follow active shooter protocols)



EVACUATION

- Is the protocol for removing staff and students from classroom/buildings

Evacuation Initiated: (Use school safety plan evacuation locations)

- Fire,
- Bomb threat,
- Chemical spill in classroom or building,
- On-site crime scene,
- Power outage- extended time



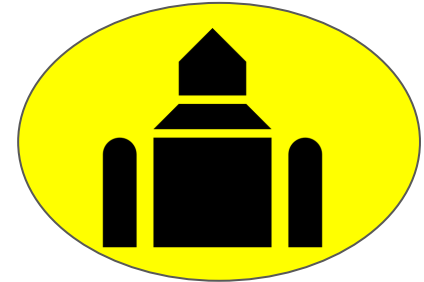
Shelter in Place

Procedures:

- Is the protocol for group and self-protection. Doors and window must remain closed during incident. Classroom activity can continue as normal

Shelter Initiated:

- To minimize traffic in a hallway,
 - Hazmat spill occurs offsite,
 - Medical emergency,
 - Natural disasters- (severe weather conditions, earthquake)
 - Locker-checks, if needed (School administrators, not police, check lockers)
- * The difference between a lockdown and shelter in place is that class continues, as usual, during a shelter in place.



Recovery Phase



After-Action Briefings and Reports

- Critical for capturing key lessons learned and recommendations for improvements
- Help identify "what worked" and gaps and weaknesses in emergency management plans and responses
- Conduct briefings at two levels
 - Internal-district level
 - External-community level
- Briefings should take place shortly after an emergency response situation (72 hours)
- Participants should include school staff, first responders, and other key stakeholders



Summary

- Effective response involves pre-planning with all staff
- Responses to emergencies will vary depending upon the severity and intensity of the event
- Responses to emergencies involve informed decision-making and clear identification of lines of decision-making authority
- During a response, there are four key response actions: Secure, evacuation, lock-down, and shelter-in-place
- After-action briefings and reports are an integral part of the emergency management continuum



Questions:



CRITICAL INCIDENT PROTOCOL SUMMARY

- Follow district response protocols
- If there is an emergency call 911
- Contact the principal and/or supervisor
- Once incident is resolved complete an after action report
- Police case numbers & WCCUSD incident reports should be submitted to the Safety Dept.
- Debrief with staff & district safety personnel



Student Behavioral Risk Threat Assessments

Focus on students with behavioral issues that are disruptive to the schools culture and climate. The goal is to eliminate behavior by providing wrap-around services. Staff to identify through a focused screening process on students who are afflicted with outside gangs, and have a history of conflict on campus and across campuses. We will work with CBOs and ONS on providing immediate wrap around support to identified students.



Updates

- **Social Emotional Learning Curriculum**

- Every site should implement social/emotional learning. Sites will be supported in implementation. Training will be provided for all sites.
 - Second Step (K-8)
 - WayFinder (Secondary)

- **SB-906: School Safety**

- Threat Assessment Procedures will be finalized and training will be provided to all admin

- **Climate and Safety Teams**

- Every site should have a climate/safety team that meets monthly to review data and adjust school-wide plans.
- Climate/safety teams should analyze data to inform Tier 1 practices and planning
- Sites will be supported through a monthly PLC, in conjunction with school climate coaches

- **School-wide Walkthroughs**

- Every site will have a PBIS walkthrough completed by the Office of School Climate using the Tiered Fidelity Inventory in order to support school-wide PBIS planning (schedule to come)



Continued

- **Site Support** (information to come)
 - 12 pre-identified sites will receive PBIS support from climate coaches
 - Drug and alcohol counseling at the middle school level
 - Counseling services provided by 5 social workers
 - Support for schools around vaping and marijuana use
 - Mental health screener 2 times a year
- **LGBTQ+ Students**
 - Continue to provide PD for all staff around increasing safety for LGBTQ+ students on campuses
 - Support in creating GSAs and Rainbow Clubs
 - Family support will be provided by request
- **Attendance Improvement**
 - A2A contract is in place - Every site should continue to utilize this software to track attendance patterns and document intervention efforts
 - A2A Training is available
 - Attendance teams should be established at all sites - or a part of an existing team (COST/Care, Climate Team, etc)



School Safety Summary

- Community Based Organizations and teacher visibility
- Improved staff-student communication
- Reduce foot traffic during school instructional hours
- Monitoring bathrooms at school sites- Helps reduce illicit activity



EL CERRITO HS PHYSICAL SAFETY PROJECT



Situation:

New access control measures at El Cerrito High School are being proposed as a critical physical safety strategy in response to multiple intrusions over the past year that have disrupted the learning environment and instilled fear among students and staff.



Overview:

The purpose of the fencing/gates and access control systems at El Cerrito High School is to enhance physical safety by controlling access to the campus, deterring unauthorized entry, and providing a secure boundary that helps protect students, staff, and school property.



Fencing and Gates Proposal

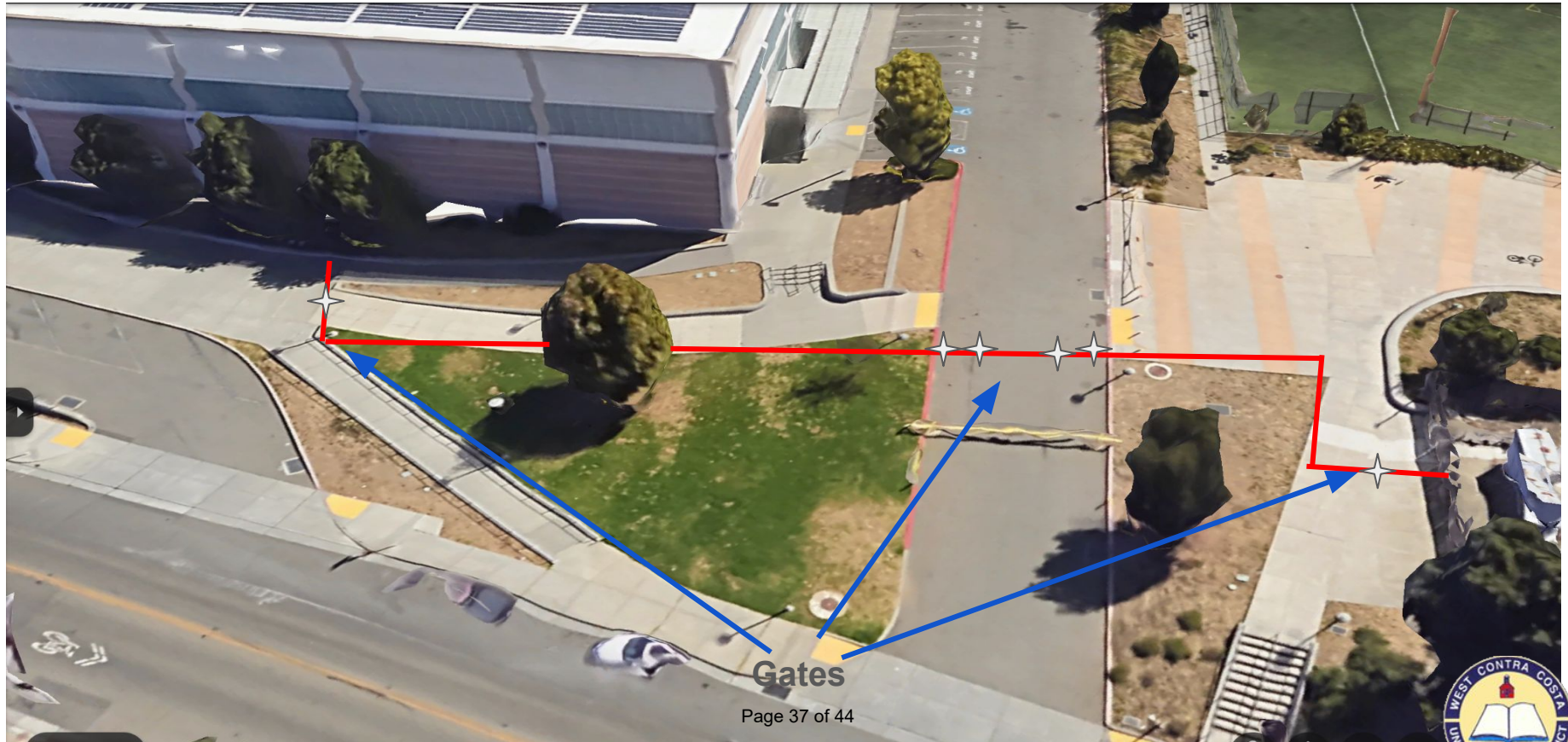
- **Option #1-** Chain link fence and gate
- **Option #2-** Chain link fence and metal picket Gate
- **Option #3-** Iron picket fence and gate



ECHS Aerial View (New fencing & gates)



Proposed Fencing and Gate Area



Gates



Chain Link Fence and Gate

Estimated Cost:

\$60,000 dollars

Estimated Timeframe:

30-45 days

Materials:

Black chain link
fencing and gates

Height:

8 foot fencing and
gates



Chain Link Fence and Picket Gate

Estimated Cost:
\$80,000

Estimated Timeframe:
30-45 days

Materials:
Black chain link
fencing & metal
picket gates

Height:
8 foot fencing and
gates



Picket Fence and Gate

Estimated Cost:
\$120,000 dollars

**Estimated
Timeframe:**
90 days

Materials:
Black iron picket
fencing and
gates

Height:
8 foot fencing
and gates



Additional Physical Safety Measures

- Add power operators to new gates with card access option- \$50,000 dollars
- Activate card access system currently in place at ECHS- \$5,000-6,000 dollars if no major repairs are needed. (Exterior doors)
- Install Alphone (video & voice) for community access at the front entrance- \$12,000 dollars



Next Steps

- Provide an Architect assessment of current barrier controls (Fences & gates)
- District review of site exiting requirements and aligning ingress/egress with site supervision
- Review access control procedures.

Recommendations

Based on the current issues with intrusion of the campus, disruption of the learning environment, cost and expedited timeline we recommend the following option for ECHS:

- **Option #2-** Chain link fence and metal picket gate

Questions:

