WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Safety Committee Meeting
June 27, 2024
5:30 PM

<u>**Committee Board Members:**</u> Otheree Christian (chair), Jamela Smith-Folds

<u>**Staff:**</u> 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)

<u>**Agenda Documentation:**</u> 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)
District Safety Committee webpage (https://www.wccusd.net/Page/344)

<u>**Meeting Location:**</u> 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.

<u>Order of Business:</u> ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

MEETING AGENDA

A. OPENING PROCEDURES (20 minutes)
A.1 Call To Order
A.2 [Land/ Labor and Body Acknowledgement](#)
A.3 [West Contra Costa Unified School District School Board Anti-racism Statement](#)
A.4 Approval of Agenda
A.5 Approval of Minutes

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.

C. DISCUSSION ITEMS (40 minutes)

C.1 Office of Neighborhood Safety

C.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. ANTICIPATED FUTURE MEETINGS
The Committee will discuss future meeting dates.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Safety Committee Meeting Minutes
May 23, 2024
5:30 - 7:00 PM

Minutes approved on _____

Committee Board Members:
Trustee, Christian Otheree, President Jamila Smith Folds

Location:
1400 Marina Way S.
Richmond, CA 94804

I.   **Opening Procedures**
      Roll Call & Introductions
          Chairperson Christian Otheree called the meeting to order at 5:32 PM

      Committee Members Present: Christian Otheree, Jamila Smith-Folds

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

      Approval of Agenda:
          *President Smith Folds asked to include Land and Labor Acknowledgement, and Anti-racism statement to future meeting
          agendas.*

      Committee Purpose
          President Smith Folds shared committee's Vision and Purpose Goals for a safe and secure environment
          for WCCUSD community by observing district safety operations model with open communication.

II.   **Public Comment**
          No public comment at the time.

III. **Discussion Items**

      A. Office of Neighborhood Safety
          Not present

      B. El Cerrito High School Physical Safety Project Presentation by Michael Booker

          Purpose:
          ● To share the project that focuses on enhancing physical safety by controlling access to the El
             Cerrito campus, deterring unauthorized entry, and providing a secure boundary that helps
             protect students, staff and school property.
          ○ **Presentation**
             ● Fencing and Gates Proposal-to provide access control, serve as territorial reinforcement and
                make areas less inviting for intruders
                ● Option 1-Chain link fence and gate
                   ○ Estimated cost 60,000
                   ○ Estimated Timeframe: 30-45 days

- Option 2- Chain link fence and metal picket gate
  - Estimated cost 80,000
  - Estimated time frame: 30-45 days
- Option 3- Iron picket fence and gate
  - Estimated cost 120,000
  - Estimated timeframe: 90 days
- 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 and Architect assessment of current barrier controls
  - 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.

Board Commentary:
President Smith-Folds regarding access control-example a abandoned house with security monitored sign makes it less inviting.
Booker: yes, CPTED is exactly that to be able to deter intrusion

Trustee Otheree: One point of entry would be the foyer of the school?
Booker: The quad.

President Smith Folds: Would the gate have to be managed?
Booker: Yes, it would have to be monitored

President Smith Folds:Is the difference between options 1, 2 and 3 only aesthetic?
Booker: Option 2 is more durable, and more sturdy than option 1, and could be obtained in a timely manner, which is why we recommend it.

Trustee Otheree: Would this be before school started"
Booker: Yes

Freese: Recommend that this goes on the next agenda. Under consent item 80,000 out of capital funds. (1st agenda in June-Action item June 12)

Future agenda items: Policy around tobacco to include vaping-looking at it and sending recommendations to the governance committee so that it can go to the board.

Booker: Recommend to include Lashante did presentation on prevention strategy and preparedness and response at out school sites
LaShante: We can also add in crisis response which has been a topic of concern and discussion
Julio Franco: Suggest to address this in August or September so it's a first priority at the beginning of the year, since not as many people are available over the summer.

President Smith Folds-Safety Strategies for different grade levels, how do we message safety strategies to parents and students?
Booker: We should include Raechelle Forrest in Communications to share information on how to prevent occurrences and help figure out a strategy to get it out to the greater masses.

Trustee Otheree: Never had a discussion about the do's and don't at the be
 of the year.
Booker: Develop management advancements to reinforce this year and make sure that schools are following it shared at back to school nights

President Smith Folds: Share expectations for 2024-2025 (possibly 1 pager form PTA)

Booker: this year was better than last year and we expect next year to be even better. Communication plays a vital role in safety.

President Smith folds suggest that we have more people on campus to support, and enforce the see something say something.

LaShante: We should start a safety campaign, and train adults to support students on our campuses, and over message safety.

President: If we opened up programs like Adult Ed. we could have more adult participation at school sites, and want schools to look like communities.

Truste Otheree-Provide wraparound services to include community

IV. **Safety Committee Next Meeting Date**
     The next meeting date was set for June 27, 2024

V. **Adjournment**
     Trustee Otheree adjourned the meeting at 6:30 PM.

Safety & Emergency Operations Overview

West Contra Costa Unified School District
Michael Booker Sr.
Safety Consultant
Michael.Booker@WCCUSD.net
(510) 335-1119

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Phases of Emergency Management

Prevention-Mitigation

Preparedness

Recovery

Response

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

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

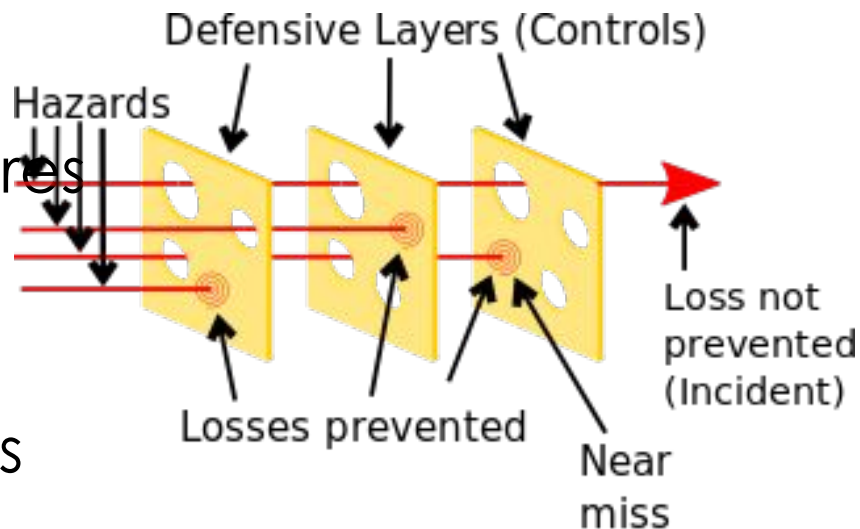*Lighting, Surveillance systems, Gates*

● Access Control

Keys system, Locking Mechanism, Alarm system

● Indoor Protective Measures

Communications, Door locks, Surveillance system

Defensive Layers (Controls)

Hazards

Losses prevented

Loss not prevented (Incident)

Near miss

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 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

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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)
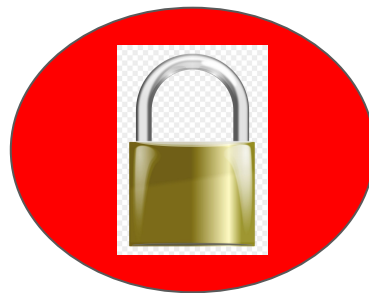
EVACUATION

- 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.
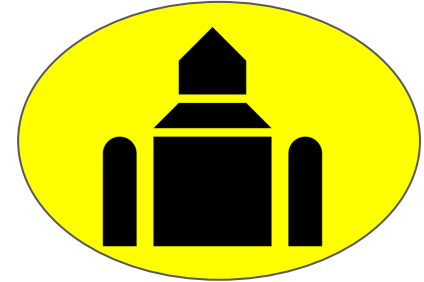
Recovery Phase

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: