

Safe Schools Planning and Emergency Response

Examining a Regional Approach to School Safety
and Training Practices

Joshua Jorn

Chief Officer, General Services &
Business Support
Monterey County Office of Education

Jema Estrella

Director of Facilities and
Construction
Los Angeles County Office of Education



Countywide Effort to Standardize

The Monterey County Office of Education (MCOE) provides leadership for the development of school emergency and safety plans through the of General Services and Business Support Division, and in cooperation with the Monterey County Office of Emergency Services (OES).

In 2014 MCOE and OES coordinated a countywide effort to standardize procedures for crisis management and emergency response.

- This collaboration partners the MCOE with the Office of Emergency Services, Health and Human Services, County Mental Health, the American Red Cross, Emergency Communications Center (911), Monterey County Sheriff's Office, and representatives from its (24) Monterey County School Districts.

The Monterey County Office of Education and Office of Emergency Services established a subcommittee under County of Monterey Operational Area Coordinating Council (OACC).

- Held monthly stakeholder meetings to establish goals and develop norms that were to be presented to the OACC for final approval.

Countywide Effort to Standardize

OACC Educational Subcommittee Goals:

- Establish a standardized format for Site and District level CSSP's.
- Establish norms for management binders, site and district level documentation, and District/LE/EMS workflow.
- Establish an annual vetting timeline for CSSP's with law enforcement and EMS.
- Establish a standardized training methodology for active shooter (Lockdown and Shelter in Place).
- Establish workgroup focused on site level threat and risk assessment.

Countywide Effort to Standardize

- Building Stakeholder Groups
 - (Ed. Code 39294,1) Law Enforcement (Regional and Local), Emergency Medical Services (Regional and Local), Fire (Regional and Local), Community Action, Volunteer and Parent Groups
- Implement Incident Command Structure (ICS)
 - Do you have an ICS team with (4) layers of redundancy?
 - Are they trained? Are they updated annually?
 - Do you have a communications center? Supplies? Redundancy in communications (3 layers)?
 - Can you contact MCOE, OES through our countywide Incident Command Center?
- Working with your County Office of Education
 - Share your plans with MCOE.
 - Send in your plans for certification annually by March 1st deadline.

District Level Standards

- Form a Team
 - Members and alternates, set meeting schedule at beginning of the year, develop goals.
- Review Existing Policies for Accuracy
 - Administrative Regulations, Standard Operating Procedures, Training Guidelines and Drill Schedules.
- Perform Safety and Risk Assessments
 - Facility Site Assessments.
 - Mental Health Assessments and teams.
- Determine the Best Practices for Your District
 - How to address special needs concerns, proximity to other helpful infrastructure, what drills are best and most useful for your demographic and age group.
- Review and Amend

Training Standards

- Address Training Needs Early in Process
 - What does your District have in place? Where were the deficiencies? Did you build a schedule for implementation?
- Conduct Table Top and Round Table Drills
 - Much easier to work out the kinks with staff when done in an informal table top setting.
- Conduct Live Drills with Administration Staff FIRST
- Review and Amend Prior to Rolling Out to Sites
 - Build an After Action Report and use for improving your drills.
- Conduct Routine Live Drills with Teachers and Students
 - Fire Drills, Earthquake Drills, Shelter In Place, Lockdown (ALICE).
 - How are drills structured differently for elementary students vs. middle/high school age students?
 - Does Evacuation during a Lockdown apply?
 - Did you survey the teachers about what works and what does not?

Training Standards

- The OACC recommended the ALICE Program to schools.
- ALICE (Alert Lockdown Inform Evacuate)
- EMS and LE worked with MCOE to develop a group of qualified ALICE trainers.
- 36 trainers countywide are being used to train schools on ALICE.
- Consulting organization supports training of school administrators, students and staff.

Ongoing Work to be Done

- Annual Review and Update of Your Comprehensive School Safety Plan (CSSP)
 - Vetting with stakeholders annually is a must.
- Annual Table Top and Round Table Drills During Teacher and Staff Professional Development Days
 - Add the safety component to your schedule.
- Conduct Live Drills with Administration Staff FIRST
- Update Policies and Procedures Every 3 Years
 - Gather data, revise and amend as required.
 - Review and modify mental health and after action policies.
- Increase Lockdown and Shelter in Place Drills
 - Fire Drills Monthly
 - Earthquake Drills Monthly
 - Shelter in Place Monthly
 - Bomb Threats Quarterly, THEN Monthly
 - Lockdown and ALICE Tenants Quarterly, THEN Monthly

Biggest Pitfalls

- Local and Regional Agencies have not reviewed your plans, ICS Team structure, and have never seen your infrastructure until an event occurs.
- Districts do not have a trained Public Information Officer (PIO) readily available to interact with the media.
- Turnover in staff responsible for coordination of planning efforts.
- Layers of redundancy in communications.
- No site management binders.
 - Scrambling to find main binder in the event of an emergency.
- California Government Code States that inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6)

What's One More Hat?



What? Where?

Need to start? Need to enhance existing systems?

1. Check what you have in place (policy, procedures, guides, protocols, equipment, EOC personnel, local collaborations).
2. Determine what you need (update or create new materials).
3. Determine what you can or must do (based on your position).
4. Identify a stakeholder group.

Budget?

- Best timing for updates:
 - Design for new construction
 - Modernization
 - Security upgrade
- If you don't have any of these coming up:
 - Identify neighbors and their emergency plans, collaborate, establish open PO's or MOU's for goods or services.
 - Meet the emergency coordinator for largest local employer or nearest hospital or city park.
 - Advocate for funds and seek grants.

Cost of improvements & the funding gap

Tools Available

Facilities-type solutions to **barricade**:

- Door hardware - locks and other mechanisms (manual and electronic) plus alternatives
- Panic hardware
- Other mechanisms



Tools Available

Facilities-type solutions to **inform**:

- Panic button
- Early detection systems
- Safety apps to share like floor plans with first responders



Tools Available

Facilities-type solutions to announce & evaluate:

- PA systems
- Mass notification systems
- Consultants and other vendors
- Safety apps to share info and floor plans with local police department



Mass Notification Message Templates

Prepare in advance

Use simple and concise language

Issue via multiple devices

(email, SMS text message, voicemail)

Always issue the all clear when safe

- Active Shooter
- Severe Weather
- Evacuation
- 911 Alert
- Lockdown
- Panic Button
- IT Systems Down
- All Clear



Subject: Active Shooter! <INSERT ORGANIZATION> has issued a lockdown.
Body: An active shooter is in the area. Police are en-route. Initiate lockdown procedures and wait for the all-clear notification.

Tools Available

Facilities-type solutions – **costs and funding gap:**

- Bullet, blast and forced entry, laminated glass
- Security screen
- Window film
- Window coverings



Tools Available

Facilities-type solutions **to manage and evaluate:**

- Choke Point
 - Limit to one point of entry
 - Validate check-in process for all visitors, volunteers, etc.
 - Guard or Police Officer
 - Metal detector
 - Camera
 - Intercom
 - Card access
- Consultants and Other Vendors

Local Culture

- Open or closed campus
- Size of stakeholder team
- Number of schools and administrative offices
- Age of buildings
- Needs and requirements
- Choices on equipment
- Appetite for technology
- Solutions are likely in the middle

Safety Tips for Schools

- Implement ID badge
- Set clear rules and limits
- Train to prevent bullying
- Keep classroom organized
- Raise fire safety awareness
- Plan for emergencies
- Develop resources for staff and students
- Maintain locks on doors and windows

LACOE Actions

- EOC building with teams A&B and ICS structure.
- ALICE training in October 2018 and April 2019.
- Review and update of procedures and policies.
- Update staff contact information, including cell phone number.
- Invite local resources.
- Drill and train.
- Talk to districts, large and small, focus on stakeholder group.

COE Actions

- Vendor Showcase
- Regular Facilities Network Meeting
- Review of School Safety Plans
- Trainings and Workshops
- Sharing of Best Practices
- EOC's at the County Office serves as school district liaison and includes other players such as Fire, Police, Flood Control, Red Cross, National Weather Service, PIO, Animal Rescue, Traffic Control, IT, Mass Care and Shelter, etc.

Conclusion

There is no “absolute answer” on how or what to implement for school safety.

The solution is a local decision with a firm commitment to protect and support children and staff.



Q & A