

RESPONSE TO THE CIVIL GRAND JURY REPORT ON  
EMERGENCY PREPAREDNESS

FROM

LAGUNITAS SCHOOL DISTRICT  
BOARD OF TRUSTEES

FINDINGS

The Lagunitas School District Board of Trustees generally agrees with FINDINGS 1-9 except as noted in the responses to the recommendations.

RECOMMENDATIONS

Recommendation #1

All public school districts should review their emergency, safety, and/or disaster manuals and protocols in each of their schools and in the district office (including MCOE) to ensure that they are in compliance with the law. These plans should be updated to include the latest information and requirements pertaining to hazardous materials, intruders and terrorism. They should coordinate with each other, with the MCOE taking the lead. The "Intruder on Campus" procedure should be merged into The Model School Emergency Disaster and Incident Preparedness Plan. A single manual should incorporate all the emergency safety and security procedures at each school.

Response:

The California Education Code requires annual reviews and necessary updating of school emergency and safety manuals. Working with the Marin Schools Emergency Preparedness Council and the Marin County Sheriff's Office of Emergency Services, the Marin County Office of Education will develop procedures for response to terrorism to be included in those updated plans. The protocol for "Intruder on Campus" that was developed by the Marin County School/Law Enforcement Partnership and the new terrorism procedures will be incorporated into The Marin Schools Model Disaster Emergency and Incident Preparedness Plan.

The Lagunitas School District benefits from participation in the Marin County School/Law Enforcement Partnership because we have access to templates that were developed for schools and are easily implemented in our district.

The Marin Schools Model Disaster Emergency and Incident Preparedness Plan will be posted on the Marin County Office of Education website and will be used by our District.

The School Site Council has reviewed the School Safety Plan on an annual basis.

Recommendation #2

As required by California Penal Code Title 15, Chapter 1.1 Section 627, all schools and district offices (including MCOE) should post signs at all points of entry to their campuses or buildings from streets and parking lots. These signs should direct outsiders to the reception point. The signs should indicate that failure to register subjects visitors to prosecution for trespass.

## Response:

The Lagunitas School District Board of Trustees has adopted policies regarding visitors on campus. These policies are communicated to the public in various ways, including, but not limited to, annual notification to parents and signage.

## Recommendation #3

All school district personnel should be directed to question strangers and visitors on campus to ensure that procedures are followed.

## Response:

Schools belong to the public of Marin County. As a part of the community, schools partner with various groups such as parents, business, nonprofit agencies, governmental entities, and community members to offer services to students. These partnerships result in many visitors to school campuses throughout the day. School staff will be annually reminded to enforce school policies for Visitors on Campus and direct any visitors to the office.

## Recommendation #4

All school districts should provide knowledgeable evaluators at every drill conducted by their schools. These could be district staff, firefighters, law enforcement officers, County safety personnel and experienced school administrators from other schools. Inexperienced persons in responsible positions should be sent to observe programs and drills at schools where programs and drills are considered good.

## Response:

Sharing of best practices and observation of model emergency activities among school districts has occurred on a limited basis among the school districts in Marin County. The Marin County Fire Department is a partner to our district and provides guidance to district staff.

## Recommendation #5

Appropriate emergency materials, equipment and food for 72 hours should be acquired, inventoried and stored in a suitable location. Supplies not required in the classroom emergency kits should be stored away from buildings.

## Response:

The goal of the Lagunitas School District is to establish and maintain the 72 hour standard for the availability of food and medical supplies during emergencies. This goal must be considered by our school board in the context of all of the demands made on district resources. The Lagunitas School District uses food commodities to meet this requirement.

## Recommendation #6

Each school administration should determine the closest designated shelters and provide this information in its plans, along with directions to the shelters and contact information for the people responsible for the shelters. Parents should

be informed. Every responsible person on campus should have this knowledge or immediate access to it. The Red Cross should be contacted annually to update procedures

Response:

The American Red Cross has the responsibility for the designation and activation of community shelters. Red Cross Shelter Agreements exist with the public schools of Marin County. Schools are community shelters. The Marin County Emergency Preparedness Council will review these agreements with the Red Cross and will coordinate any training for school personnel as to their role and responsibilities for sheltering during emergencies that the Red Cross determines is appropriate or needed.

#### Recommendation #7

School district administrators should review the emergency preparedness knowledge and experience of responsible school staff. Site and classroom training should be scheduled as soon as practicable where needed and conducted annually thereafter. Available self-study materials and videos should be provided.

Response:

Every other year the Marin County Fire Department trains all district staff for one day. Information is also included in monthly staff meetings as appropriate.

#### Recommendation #8

School districts should evaluate the communication requirements and procedures of each school to ensure that procedures are in place for the possibility that all power and phone systems are out.

Response:

Standardized communications is a central component of schools being prepared during emergencies. The backbone of our current system is the 800mh Marin School Emergency Radio System. The Lagunitas School District participates in monthly drills using this system. Our district has prepared emergency phone trees and procedures for contacting parents, staff, fire departments, and law enforcement agencies. Schools will be a part of the Marin Emergency Radio Authority (MERA) when the system comes on-line and funding is secured. MERA training and equipment will help to standardize the communication capabilities and responses by school districts and school sites in emergency situations.