

Report Title: Emergency Preparedness and Security on Public School Campuses in Marin County**Report Date: June 19, 2002****Response by: JENNY CALLAWAY Title: President, Board of Education****FINDINGS**

- I (we) agree with the findings numbered: 2, 3, 4, 5, 6
- I (we) disagree wholly or partially with the findings numbered: 1, 7, 8, 9

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered 1, 8 have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered 2, 3, 4, 5, 6, 7 have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered N/A require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered N/A will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: 8/19/02 Signed: (JENNY CALLAWAY)

Number of pages attached 2

Response by San Rafael City Schools Board of Education to Grand Jury Report Dated June 19, 2002
Report Title: Emergency Preparedness and Security on Public School Campuses in Marin County

FINDINGS

Finding #1

We partially agree with this finding. Forms have been developed to document the activities but do not include an evaluation component at all sites. The Intruder on Campus protocol is in place at all of our schools and lockdown drills are held regularly.

Finding #2

We agree with this finding that there is no specific language covering terrorism. We will expand our current safe schools plans to include terrorist threats.

Finding #3

We agree with this finding. We are in construction at the present time and it is not possible to put signs at a few of our schools. Appropriate signs have been ordered and will be put on all sites within six months. Some of the schools require visitor badges to identify those visitors who are authorized to be on campus. In some cases, staff has been instructed to call the office or campus security if an unauthorized person has been sighted. At the high schools, the full-time campus security officers monitor the entire campus including parking lots, fields and buildings.

Finding #4

We agree with this finding. We will modify our existing emergency procedures record to include an evaluation component and space for formal debriefing records.

Finding #5

We agree with this finding. Individual schools do have local inventory lists and have supplies to be self sufficient for at least 72 hours. A yearly overview of the shelf life of the supplies is conducted, but this inventory list may not match that of the MCOE Model Plan.

Finding #6

We agree with this finding. The Red Cross is responsible for designating shelters. Our school and district personnel were not aware of an agreement between the Red Cross and the County to designate the schools as shelters. To be effective, the Red Cross, MCOE and the District need to coordinate this. We also need to know the location of the nearest shelter to each school site designated by Red Cross.

Finding #7

We partially agree with this finding. Experienced school personnel assist inexperienced school administrators on safety and emergency procedures. This topic of safety and emergency procedures is a regular agenda item for school administrator meetings. However, (fortunately) there has been very little "real life" practice. We have dealt with incidents on a case by case basis with bomb threats and intruders on campus and they have been handled appropriately. We will continue to train our new administrators and refresh our continuing administrators.

Finding #8

We disagree in part with this finding. A major training took place last November (2001) for all classified personnel in the district in CPR, Hazmat and first aid. A calendar has been developed for classified staff members and formal training has been scheduled, based on a survey of needs. Certificated staff will be provided training in staff meetings.

Finding #9

We disagree with this finding for San Rafael City Schools. We have in place a standardized communication system that connects the district with our school sites, which operates independently of the regular landline and personal cell phones. We welcome the addition of our schools to the MERA network as planned.

RECOMMENDATIONS

Recommendation #1

All schools in SRCS will continue to review their safety manuals and protocols to ensure they are in compliance with the laws. The annual review will be verified by each school site council.

Recommendation #2

These signs will be in place within the next 6 months.

Recommendations #3

Visitors will be questioned upon entry and all unauthorized persons will be escorted off campus.

Recommendation #4

We will notify the fire department and school resource officers when drills are to take place (fire drills - monthly; earthquake drills - biannually; lockdown drills - annually), and knowledgeable administrators will evaluate the drill effectiveness. Experienced school administrators and school resource officers will be considered part of the cadre of knowledgeable evaluators.

Recommendation #5

The appropriate emergency supplies for 72 hours will be inventoried and stored in suitable locations within the next three months.

Recommendation #6

We will have the Red Cross visit the staff meetings annually to provide information on shelter locations. Parents will be informed of the closest designated Red Cross shelter through newsletters, meetings, etc., annually.

Recommendation #7

We will rely upon MCOE to assist with scheduling site and classroom training for emergency preparedness. We recommend that MCOE obtain and provide access to self- study materials and videos for emergency preparedness. Our administrators will be trained annually.

Recommendation #8

SRCS will monitor and evaluate its current communication devices and assure their effectiveness on an annual basis.