

ACTION PLAN

Comprehensive School Safety Plan Durham Unified School District 2014-2016

Special Note: These Action Steps encompass two years, as the need for safety planning and coordination is an ongoing effort and is done in cooperation with various outside agencies.

Action Plan Components

Goals, Objectives and Action Plan

Resources Needed

Persons Responsible

Timeline

Evaluation

Presented to Board of Trustees for Approval: March 18, 2015

Approved: March 18, 2015

Durham Unified School District is a drug, alcohol and tobacco free zone.

Durham Unified School District
Comprehensive School Safety Plan Update
2014-2016
Safety Goals and Objectives

BACKGROUND:

Each year school sites in California are required to present to the District's Board of Trustees an update to the Comprehensive School Safety Plan. This update should include a few goals that address the safety issues of both the "people and the plant." Because our district is small and the campuses are contiguous, we are allowed to have a single plan that addresses safety issues on a District-wide level.

In updating our safety plan, we consult with public safety agencies (including law enforcement and Cal Fire), parents, community groups, the Butte County Office of Education, and other school districts both within Butte County and around the state.

Safe School Plan Goals / Objectives for 2014-16:

1. Drill Lockdown Procedures District-wide, with representatives from law enforcement (state & local), fire safety, BCOE safety representative, DUSD Board members, and Administrative Team serving as observers. Debrief and confer with other agencies and discuss possible modification to procedures and physical plant.
2. Continue to update emergency procedures, in coordination with local law enforcement and fire safety officials, especially as it applies to lockdown procedures and coordination of duties in emergency response situations.
3. Review all emergency procedures with staff. Run practice drills.
4. Administrative Team will participate in and complete ***IS 100.SCa Introduction to Incident Command System for Schools***
5. Establish Safety, Traffic and Parking Committee to examine and make recommendations to the Board regarding current traffic flows, ingress, egress issues, as well as parking and overall safety.

See following pages for action plan.

Durham Unified School District
Comprehensive School Safety Plan

ACTION PLAN

2014-2016

Start Date	Action	Persons Responsible	Costs	Final Due Date / Completed	Evaluation
October 2013	Admin Team begins ICS training	Superintendent, Admin Team members	None	August 2014	Training began in Oct. 2013 and will be completed prior to start of school 2014-15
October 2013	Drill Lockdown Procedures District-wide, with representatives from local law enforcement, fire safety, BCOE safety representative, California Office of Emergency Services (Cal-OES), DUSD Board members, and Administrative Team serving as observers	Superintendent, Principals, Secretaries,	Minimal costs for vests, etc.	October 30, 2013	Lockdown drill was held on October 30, 2013. Present to observe and give feedback were representatives from all agencies/groups listed at left.
October 2013	Debrief & confer with representatives from law enforcement and fire safety to discuss possible safety-related modifications to procedures and physical plant. Review and discuss emergency	Superintendent, site principals, BC Sheriff, Cal Fire, BCOE, parents, community	No initial costs for conferring. Recommendations may require training, new signage, etc.	June 2013 and ongoing throughout the 2014-15 school year	A “hot-wash” debrief was held immediately after the drill. Staff received input from the observers and will follow up with recommendations as appropriate.

	response issues, as well as possible interagency cooperation				
November 2013 – April 2014	Establish committee to review parking and traffic, esp. at DES; run trial pick-up and drop-off zone	Traffic, Safety, and Parking Committee: Superintendent, Board subcommittee, DES & DIS principals, MOT Manager, parents / community members	Minimal, initially, for trial zone.	April 2014: Committee to make recommendation to the board as to how to proceed	
March and April 2014	Gather input and make suggestions for additional updates to Safety Plan and report back to Board	Superintendent	None	April 9, 2014	
April 2014	Hear recommendations from the Safety, Traffic and Parking Committee. Consider contract for services with engineering firm to assess current traffic flows, ingress, egress issues, as well as parking and overall safety	Superintendent, Board of Trustees	Cost of possible engineering / traffic study on a district-wide basis (est. \$25,000) <u>to be paid from Developer Fees</u> (this is a restricted resource that cannot be used for student programs or salaries/benefits)	April 9, 2014	
April 2014	Obtain Board approval for updated Action Plan Steps for upcoming year	Superintendent, Board of Trustees	None	April 9, 2014	
May & September 2014	Training Updates & Drill Modified Lockdown Procedures	Superintendent, Admin Team, Site and District Personnel	None	Training updates to be completed by September 2014.	
February, 2015	Order two-way radios (walkie-	Superintendent, Business	\$500 to \$3,000, depending on	March, 2015	

	talkies) for all sites, district office, and MOT	Manager, MOT Manager	quality of radios (waiting on possible grant funding / partial funding)		
June-July 2015	Update signage on all school sites to make it easier for first responders to orient themselves to the site. This may include renumbering of buildings, portable classrooms, etc.	Superintendent, MOT personnel, site principals <i>Note: A parent who owns a sign business has volunteered to make the signs as a donation to the district.</i>	May be some costs associated with materials for signage. Personnel costs (District) for installation.	August 2015	
2014-2015 School Year	Conduct monthly and annual drills, provide training to district personnel as needed, update emergency flip charts as needed	Superintendent, Admin Team, district and site personnel	Minimal	Ongoing	