



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: September 17, 2020

Purpose: [X] Presentation/Report [ ] Recognition [ ] Discussion/ Possible Action

[ ] Closed/Executive Session [ ] Work Session [ ] Discussion Only [ ] Consent

From: Eugene Tovar; Chief of Police / Emergency Management Coordinator

Item Title: Review and discuss Safety and Security Committee Procedures

Description: 86th Legislative Update - School Safety and Security Committee - Under Texas Education Code 37.109, This committee will periodically provide recommendations to the district's board of trustees and school administrators regarding the district multihazard emergency operations plan required by Texas Education Code Section 37.108(a)

Historical Data:

Recommendation: The Safety and Security Committee understands the purpose, roles and procedures of the committee and to provide safety and security recommendations to the board

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Handwritten Signature]

09-14-2020

CFO Funding Approval:

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Superintendent:

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# School Safety and Security Committee



September 17, 2020

|                     |                                   |
|---------------------|-----------------------------------|
| Gilbert Rodriguez   | Board President                   |
| Stacy Alderete      | School Board Member               |
| Marc Puig           | Superintendent                    |
| Dolores Sendejo     | Deputy Supt. of Innovation        |
| Eugene Tovar        | Chief of Police/EMC               |
| Joseph Gallego      | District Safety Officer           |
| Diane Olivo         | Health Services Coordinator       |
| Susan Arciniega     | LCSW                              |
| Charlie Gallardo    | Coordinator of Counseling         |
| Chad Doucet         | Director of Purchasing/Facilities |
| Scott Laleman       | Direct of Technology              |
| Florinda Cardenas   | SSHS Vice-Principal               |
| Rosario Krause      | WCHS Vice-Principal               |
| Jason Cole Strawn   | Health Science Coordinator        |
| Philip De La Pena   | Armstrong ES Principal            |
| Richard Summerville | SAPD SAFFE Officer                |
| Chris Arroyo        | SAPD SAFFE Officer                |
| Ashley Carter       | SA Fire Department OEM            |
| Beatric Yanez       | Teacher Carrillo                  |
| Michelle Huizar     | Parent                            |
|                     | Parent                            |
|                     |                                   |



# School Safety and Security Committee (SSSC)



To: School Safety and Security Committee Members (SSSC)  
From: Eugene Tovar; Chief of Police – Emergency Management Coordinator  
Date: September 17, 2020  
Re: Meeting – Chief Tovar’s Presentation

## AGENDA

- I. Welcome
- II. Call to Action
- III. Remarks from the Superintendent
- IV. Remarks from the President of the Board
- V. Presentation (Chief Tovar) - Purpose of the School Safety and Security Committee.  
(video)
  - A. Composition of Committee
  - B. Committee Responsibilities
  - C. Texas Senate Bill 11 Requirements
- VI. Presentation (Chief Tovar) - District Emergency Operations Plan
  - A. Update Current District Emergency Operation Plan to include the five phases of emergency management
  - B. Standard Response Protocols “I love you guys foundation” (video)
  - C. Documentation of all drills –Navigate Prepared
  - D. EOP must be approved by the school board
- VII. Presentation - School Safety Audits (Chief Tovar)
  - A. School Safety Audits - All Campus Security
  - B. Safety Committee makes safety recommendations to the School Board and Administration.
  - C. School Safety Audits are presented to the School Board
  - D. Audit Report forwarded to (TxSSC) Texas School Safety Center
- VIII. SSSC Plan of Action
- IX. Timeline of Proposed Safety and Security Meetings
  - A. September 17, 2020
  - B. October 22, 2020
  - C. November 12, 2020
  - D. February 18, 2021
  - E. June 17, 2021
- X. Adjournment



**School Safety & Security Committee (SSSC)**

September 17, 2020

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School Safety and Security Committee



September 17, 2020

| Staff Name        | Board Position                    |
|-------------------|-----------------------------------|
| Steve Alvarez     | School Board Member               |
| Mark Papp         | Superintendent                    |
| Shelby Santiago   | Principal, J. J. Rodriguez        |
| Tracy Lopez       | Chief of Police                   |
| Joseph Estep      | School Safety Officer             |
| Marcelo           | Health Services Coordinator       |
| Isaac Rodriguez   | ESOL                              |
| Cherie Garcia     | Coordinator of Counseling         |
| Chae Brown        | Director of Purchasing/Recreation |
| Scott Langford    | Director of Technology            |
| Francis Cardenas  | ESOL Vice Principal               |
| Isabella Lopez    | ESOL Vice Principal               |
| Francis Rodriguez | Health Services Coordinator       |
| Phyllis LaPina    | Assistant ES Principal            |
| Richard Gutierrez | School Safety Officer             |
| Chris Brown       | School Safety Officer             |
| Anthony Carter    | SA Fire District Chief            |
| Isabel Lopez      | Teacher Candidate                 |
| Michelle Villar   | Parent                            |

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**Purpose of the Committee**







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## Purpose of the Committee



**TEXAS STATE**  
TEXAS SCHOOL SAFETY CENTER

**School Safety Committees**

Legislative Update: August 2019

**School Safety Committee**

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## Committee Responsibilities

- 1.) periodically provide recommendations to the district's board of trustees and district administrators regarding updating the district multihazard emergency operations plan and submit recommendation(s) on school safety audits every three years to the school board and school administration.
- 2.) consult with local law enforcement agencies on methods to increase law enforcement presence near district campuses; and
- 3.) meet at least once during each academic semester and at least once during the summer. A committee established by a school district that operates schools on a year-round system or in accordance with another alternative schedule shall meet at least three times during each calendar year, with an interval of at least two months between each meeting.
- 4.) To review each report required to be submitted by the district to the Texas School Safety Center. (The TxSSC has established a compliance division entitled "School Safety Readiness Division.")

- The committee is subject to Chapter 551, Government Code, and may meet in executive session as provided by that chapter. Notice of a committee meeting must be posted in the same manner as notice of a meeting of the district's board of trustees.

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## Texas Senate Bill 11 Requirements

- District Safety & Security Committee
- District Multi-Hazard Emergency Operation Plan
- Exercising & documentation of Safety Drills
- Safety & training for staff and students
- Coordinated efforts with first responders
- Security audits submitted TxSSC every three years
- Safety training for substitute teachers
- Implementation of threat assessment teams

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**District Multihazard Emergency Operations Plan**

- A.) Update Current District Multihazard Emergency Operations Plan (DMEOP)
- B.) Standard Response Protocol - "I love you guys foundation" (video) [SRP](#)
- C.) Documentation of Drills and Campus Emergency Plans - [Navigate Prepared](#)
- D.) Safety and Security Committee will review DMEOP
- E.) DMEOP must be approved by the school board

**DMEOP must include:**

Five Phases of Emergency Management

1. Prevention
2. Mitigation
3. Preparedness
4. Response
5. Recovery

**IN AN EMERGENCY TAKE ACTION**

1. **STOP** - Stop all activities and evacuate the building.

2. **GO** - Go to the designated assembly area.

3. **STAY** - Stay in the assembly area until further instructions are given.

4. **HELP** - Help others and report any injuries or damage.

5. **WAIT** - Wait for further instructions from the emergency personnel.

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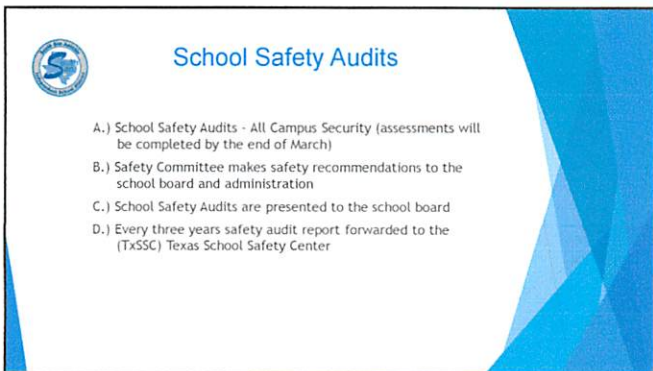
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**School Safety Audits**

- A.) School Safety Audits - All Campus Security (assessments will be completed by the end of March)
- B.) Safety Committee makes safety recommendations to the school board and administration
- C.) School Safety Audits are presented to the school board
- D.) Every three years safety audit report forwarded to the (TxSSC) Texas School Safety Center

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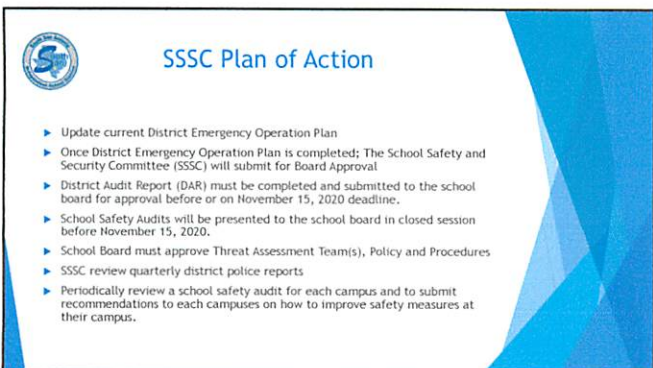
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**SSSC Plan of Action**

- ▶ Update current District Emergency Operation Plan
- ▶ Once District Emergency Operation Plan is completed; The School Safety and Security Committee (SSSC) will submit for Board Approval
- ▶ District Audit Report (DAR) must be completed and submitted to the school board for approval before or on November 15, 2020 deadline.
- ▶ School Safety Audits will be presented to the school board in closed session before November 15, 2020.
- ▶ School Board must approve Threat Assessment Team(s), Policy and Procedures
- ▶ SSSC review quarterly district police reports
- ▶ Periodically review a school safety audit for each campus and to submit recommendations to each campuses on how to improve safety measures at their campus.

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Proposed  
Safety and Security Committee Meetings

- A.) September 17, 2020
- B.) October 22, 2020
- C.) November 12, 2020
- D.) February 18, 2021
- E.) June 17, 2021

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**“You Don’t  
Choose Tragedy.”**

**“You Can Choose  
Your Response.”**

“I love my gun foundation”

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Questions



Thank You for your participation in this  
safety committee

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# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





## 86<sup>th</sup> Legislative Session Updates

### School Safety and Security Committee

#### **TEC Chapter 37.109 is amended**

- **The committee, to the greatest extent practicable, must include:**
  - 1.) one or more representatives of an office of emergency management of a county or city in which the district is located;
  - 2.) one or more representatives of the local police department or sheriff's office;
  - 3.) one or more representatives of the district's police department, if applicable;
  - 4.) the president of the district's board of trustees;
  - 5.) a member of the district's board of trustees other than the president;
  - 6.) the district's superintendent;
  - 7.) one or more designees of the district's superintendent, one of whom must be a classroom teacher in the district;
  - 8.) if the district partners with an open-enrollment charter school to provide instruction to students, a member of the open-enrollment charter school's governing body or a designee of the governing body; and
  - 9.) two parents or guardians of students enrolled in the district.
- **The committee shall:**
  - 1.) periodically provide recommendations to the district's board of trustees and district administrators regarding updating the district multihazard emergency operations plan required by Section 37.108(a) in accordance with best practices identified by the agency, the Texas School Safety Center, or a person included in the registry established by the Texas School Safety Center under Section 37.2091;
  - 2.) consult with local law enforcement agencies on methods to increase law enforcement presence near district campuses; and

3.) meet at least once during each academic semester and at least once during the summer. A committee established by a school district that operates schools on a year-round system or in accordance with another alternative schedule shall meet at least three times during each calendar year, with an interval of at least two months between each meeting.

- **The committee is subject to Chapter 551, Government Code, and may meet in executive session as provided by that chapter. Notice of a committee meeting must be posted in the same manner as notice of a meeting of the district's board of trustees.**

1 conservator for the district under Chapter 39A. The conservator  
2 may order the district to adopt, implement, and submit a  
3 multihazard emergency operations plan.

4 (b) If a district fails to comply with a conservator's order  
5 to adopt, implement, and submit a multihazard emergency operations  
6 plan within the time frame imposed by the commissioner, the  
7 commissioner may appoint a board of managers under Chapter 39A to  
8 oversee the operations of the district.

9 (c) The commissioner may adopt rules as necessary to  
10 administer this section.

11 SECTION 12. Section 37.109, Education Code, is amended by  
12 adding Subsections (a-1), (c), and (d) and amending Subsection (b)  
13 to read as follows:

14 (a-1) The committee, to the greatest extent practicable,  
15 must include:

16 (1) one or more representatives of an office of  
17 emergency management of a county or city in which the district is  
18 located;

19 (2) one or more representatives of the local police  
20 department or sheriff's office;

21 (3) one or more representatives of the district's  
22 police department, if applicable;

23 (4) the president of the district's board of trustees;

24 (5) a member of the district's board of trustees other  
25 than the president;

26 (6) the district's superintendent;

27 (7) one or more designees of the district's

1 superintendent, one of whom must be a classroom teacher in the  
2 district;

3 (8) if the district partners with an open-enrollment  
4 charter school to provide instruction to students, a member of the  
5 open-enrollment charter school's governing body or a designee of  
6 the governing body; and

7 (9) two parents or guardians of students enrolled in  
8 the district.

9 (b) The committee shall:

10 (1) participate on behalf of the district in  
11 developing and implementing emergency plans consistent with the  
12 district multihazard emergency operations plan required by Section  
13 37.108(a) to ensure that the plans reflect specific campus,  
14 facility, or support services needs;

15 (2) periodically provide recommendations to the  
16 district's board of trustees and district administrators regarding  
17 updating the district multihazard emergency operations plan  
18 required by Section 37.108(a) in accordance with best practices  
19 identified by the agency, the Texas School Safety Center, or a  
20 person included in the registry established by the Texas School  
21 Safety Center under Section 37.2091;

22 (3) provide the district with any campus, facility, or  
23 support services information required in connection with a safety  
24 and security audit required by Section 37.108(b), a safety and  
25 security audit report required by Section 37.108(c), or another  
26 report required to be submitted by the district to the Texas School  
27 Safety Center; ~~and~~

1           (4) ~~[(3)]~~ review each report required to be submitted  
2 by the district to the Texas School Safety Center to ensure that the  
3 report contains accurate and complete information regarding each  
4 campus, facility, or support service in accordance with criteria  
5 established by the center; and

6           (5) consult with local law enforcement agencies on  
7 methods to increase law enforcement presence near district  
8 campuses.

9           (c) Except as otherwise provided by this subsection, the  
10 committee shall meet at least once during each academic semester  
11 and at least once during the summer. A committee established by a  
12 school district that operates schools on a year-round system or in  
13 accordance with another alternative schedule shall meet at least  
14 three times during each calendar year, with an interval of at least  
15 two months between each meeting.

16           (d) The committee is subject to Chapter 551, Government  
17 Code, and may meet in executive session as provided by that chapter.  
18 Notice of a committee meeting must be posted in the same manner as  
19 notice of a meeting of the district's board of trustees.

20           SECTION 13. Subchapter D, Chapter 37, Education Code, is  
21 amended by adding Sections 37.113, 37.114, and 37.115 to read as  
22 follows:

23           Sec. 37.113. NOTIFICATION REGARDING BOMB THREAT OR  
24 TERRORISTIC THREAT. A school district that receives a bomb threat  
25 or terroristic threat relating to a campus or other district  
26 facility at which students are present shall provide notification  
27 of the threat as soon as possible to the parent or guardian of or

SAFETY PROGRAM/RISK MANAGEMENT

CK  
(LEGAL)

SAFETY AND  
SECURITY  
COMMITTEE

In accordance with guidelines established by the Texas School Safety Center (TxSSC), the District shall establish a school safety and security committee. The committee shall:

1. Participate on behalf of the District in developing and implementing emergency plans consistent with the District multi-hazard emergency operations plan to ensure that the plans reflect specific campus, facility, or support services needs;
2. Provide the District with any campus, facility, or support services information required in connection with a safety and security audit, a safety and security audit report, or another report required to be submitted by the District to the TxSSC; and
3. Review each report required to be submitted by the District to the TxSSC to ensure that the report contains accurate and complete information regarding each campus, facility, or support service in accordance with criteria established by the center.

*Education Code 37.109*

SAFETY AND  
SECURITY AUDIT

At least once every three years, the District shall conduct a safety and security audit of the District's facilities. To the extent possible, the District shall follow safety and security audit procedures developed by the TxSSC or a comparable public or private entity. The District shall report the results of the safety and security audit to the Board and, in the manner required by the TxSSC, to the TxSSC. *Education Code 37.108 (b)-(c)*

DISCLOSURE

Except as provided by Education Code 37.108(c-2) regarding certain emergency operations plans [see CKC], any document or information collected, developed, or produced during a safety and security audit is not subject to disclosure under Government Code Chapter 552. *Education Code 37.108(c-1)*

AGREEMENTS

Each school district that enters into a memorandum of understanding or mutual aid agreement addressing issues that affect school safety and security shall, at the TxSSC's request, provide the following information to the TxSSC:

1. The name of each entity with which the District has entered into a memorandum of understanding or mutual aid agreement;
2. The effective date of each memorandum or agreement; and
3. A summary of each memorandum or agreement.

*Education Code 37.2121*

DATE ISSUED: 2/19/2010  
UPDATE 87  
CK(LEGAL)-P