

CITY OF OAKLAND

AGENDA REPORT

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Police Department
DATE: November 9, 2004

RE: **A Report and Proposed Resolution Authorizing the City Administrator to Enter into a Professional Services Agreement With and Accept and Appropriate a Maximum of Thirteen Thousand Eight Hundred and Seventy-Seven Dollars (\$13,877) from the Oakland Unified School District (OUSD), for use by the Police Department, to Cover the Overtime Costs of a Sergeant of Police to Prepare and Implement a Critical Incident Response Plan for Oakland's Elementary Schools for the period of July 1, 2004 through June 30, 2005**

SUMMARY

A resolution has been prepared authorizing the City Administrator to accept \$13,877 from the Oakland Unified School District (OUSD) and appropriate the grant funds to the Police Department. The funds will pay the costs for one Sergeant of Police, on an overtime basis, to prepare and implement a Critical Incident Response Plan for Oakland's elementary schools.

FISCAL IMPACT

The proposed resolution authorizes the acceptance of a maximum of \$13,877 in reimbursement funds for the period of July 1, 2004 through June 30, 2005. The funds will cover the overtime costs for one Sergeant of Police, at the rate of \$81.37 / hour (Master Fee Schedule, Police Services Section AK). The Oakland Police Department CLASS Lieutenant will be responsible for administering this grant. The funds shall be appropriated to Police Grant Fund: 2995, in the School Police Organization: 105530, Program: PS04, in a Project Number to be assigned. OPD revenues shall increased by a maximum of \$13,877.

BACKGROUND

The Oakland Police Department (OPD) and the Oakland Unified School District (OUSD) have historically had a very close working relationship. The relationship became even closer when the OPD began providing direct policing services to the District, with the execution of a Memorandum of Understanding (MOU) in October 2001.

Both organizations agree that the Critical Incident Response Plan for elementary schools is a necessary component of a collaborative school emergency incident planning, training, and response plan.

Item: _____
Public Safety Comte.
November 9, 2004

KEY ISSUES AND IMPACTS

The 12 students and a teacher killed in the 1999 shootings at Columbine High School brought to the world's attention that schools are vulnerable to planned violent incidents. Should such an event occur at one of Oakland's 57 elementary schools, critical minutes would be gained if first responders had immediate access to photographs and schematics of the building(s) involved and detailed information on the immediate surrounding area. Such site specific plans will significantly enhance the City's ability to provide coordinated emergency responder services during a critical incident at an elementary school in Oakland. The plans will contain important planning, instructions and response resources for all first responders and incident command partners.

PROJECT DESCRIPTION

The Critical Incident Response Plans will provide students and school staff with a coordinated response by public safety agencies to life threatening situations at elementary schools located in the City. All high schools and middle schools in Oakland have current, site-specific, emergency plans for first responders and OUSD personnel. These plans have already been successfully implemented by emergency personnel to coordinate responses to real incidents. The plan ensures a precise and coordinated response by providing identical plans and procedures to all involved parties.

The Critical Incident Response Plans for elementary schools will contain the following information:

- Principal and contact numbers
- Assistant Principal(s) and contact numbers
- Maintenance Personnel and contact numbers
- Number of Students including Special Needs Students
- Locations of video cameras
- Location and type of audio/intercom system
- School Floor/Evacuation Plan
- Overhead site photographs
- Identifies staging areas for students and parents
- Other areas to be evacuated
- Landing area for helicopter
- Staging area for Incident Command System responders
- Routes for ingress and egress for emergency responders
- Perimeter positions to secure the site

The Critical Incident Response Plans for elementary schools will be stored on compact disks and distributed to the Police Department, the Oakland Unified School District, and other appropriate agencies.

The Oakland Unified School District has agreed to reimburse the Police Department for the direct overtime expenses of one (1) Sergeant of Police, and any reasonable costs to produce the disks, to write and implement the OUSD Critical Response Plan.

SUSTAINABLE OPPORTUNITIES

Economic - Proactive emergency response plans reduce the impact of criminal activities at school sites enhancing the City's efforts to effectively reduce crime and provide a climate in which economic development can flourish.

Environmental - None identified at this time.

Social Equity - The Critical Response Plan will enhance public safety at elementary school sites by ensuring a quick, coordinated response to emergency, life threatening situations.

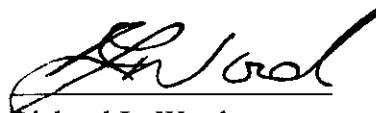
DISABILITY AND SENIOR CITIZEN ACCESS

The planning documents will contain procedures for assisting students and/or school personnel covered under the American with Disabilities Act (ADA).

RECOMMENDATION / ACTION REQUESTED OF COUNCIL

Approve the proposed resolution authorizing the City Administrator to enter into a Professional Services Agreement with and to accept and appropriate a maximum of \$13,877 from the Oakland Unified School District (OUSD), for use by the Police Department, to pay the overtime costs of a Sergeant of Police assigned to prepare and implement a Critical Incident Response Plan for Oakland's elementary schools for the period of July 1, 2004 through June 30, 2005.

Respectfully submitted,



Richard L. Word
Chief of Police

Prepared by: Lt. Ricardo Orozco
Administrative and Technical Services Division
Bureau of Services

APPROVED AND FORWARDED TO
THE PUBLIC SAFETY COMMITTEE


Office of the City Administrator

Item: _____
Public Safety Comte.
November 9, 2004

OAKLAND CITY COUNCIL

FILED
OFFICE OF THE CITY ATTORNEY
OAKLAND City Attorney

RESOLUTION No. _____

C.M. 2004 OCT 28 PM 1:53

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH AND ACCEPT AND APPROPRIATE A MAXIMUM OF THIRTEEN THOUSAND EIGHT HUNDRED AND SEVENTY-SEVEN DOLLARS (\$13,877) FROM THE OAKLAND UNIFIED SCHOOL DISTRICT (OUSD), FOR USE BY THE POLICE DEPARTMENT, TO COVER THE OVERTIME COSTS OF A SERGEANT OF POLICE TO PREPARE AND IMPLEMENT A CRITICAL INCIDENT RESPONSE PLAN FOR OAKLAND'S ELEMENTARY SCHOOLS FOR THE PERIOD OF JULY 1, 2004 THROUGH JUNE 30, 2005

WHEREAS, the City of Oakland, the Oakland Police Department (OPSD), and the Oakland Unified School District (OUSD) are committed to providing a safe learning environment for students enrolled in local schools; and

WHEREAS, the OUSD has offered to enter into a Professional Services Agreement with the Police Department and transfer to the City funds in an amount not to exceed \$13,877 to provide for the overtime services of a Sergeant of Police at the Master Fee Schedule rate to produce individualized Critical Response Plans for Oakland's elementary schools; now therefore be it

RESOLVED: That the City Council hereby authorizes the City Administrator or her designee to accept a maximum of \$13,877 from the Oakland Unified School District and appropriate said funds to Police Department Grant Fund: 2995, Org.: 105530, in Program: PS04, in a project number to be assigned upon approval of this resolution; and be it

FURTHER RESOLVED: That the City Council authorizes an increase to the estimated revenue and appropriation to the Police Department by \$13,877 in Fund: 2995, Org. Code: 105530, in PS04, with expenses charged to the same accounts; and be it

FURTHER RESOLVED: That the City Council authorizes the City Administrator to enter into a Professional Services Agreement with the Oakland Unified School District (OUSD) for preparation and implementation of Critical Incident Response Plans for Oakland's elementary schools by the Police Department; and be it

FURTHER RESOLVED: That the Professional Services Agreement shall be reviewed and approved as to form and legality by the Office of the City Attorney.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

APPENDIX A
OAKLAND POLICE DEPARTMENT

July 1, 2004

SCOPE OF WORK:

Consultant will provide for the Oakland Unified School District, the Critical Incident Response Plans (CIRP) for Elementary Schools

The Critical Incident Response Plans (CIRP) for Elementary Schools is a compact disk, which will contain critical first response information about each school site to be used by the City of Oakland Police Department, Oakland Unified School District, and other agencies as provided.

This project will further our partnership between each of our organizations.

- Consultant shall provide the District with a questionnaire containing the following request information:
 - Principal and contact number
 - Assistant Principal(s) and contact numbers;
 - Maintenance Personnel and contact numbers
 - Number of Students including Special Needs Students;
 - Locations video cameras;
 - Location and type of audio/intercom system;
 - School Floor/Evacuation Plan
 - Suggested Parent/Student Rally Points;
 - Other areas to be evacuated; and
 - Suggested helicopter landing area.

The District shall be responsible for ensuring the questionnaires are distributed to a responsible administrator at each elementary school and for advising the administrator to forward completed questionnaires to the Consultant in a timely manner.

The District shall be responsible for obtaining any other pertinent information it desires to be included in the project and ensuring it is forwarded to the Consultant.

Consultant shall advise the District representative of any questionnaires that are outstanding or missing information.

- Boundary and Perimeter map with street names and/or locations
- Maps of schools identifying buildings and surrounding streets;
(Building identification to be provided by District)
- Maps of surrounding area designated for OPD personnel include;
- Floor plans of school campuses;

- Aerial photos (2003) of school campuses (Consultant has been granted permission by City of Oakland IT/GIS to use aerial mapping photos of area surrounding each school).
- Maps with suggested locations for:
 - Command posts;
 - Staging areas for tactical operations
 - Staging areas for triage and emergency medical teams;
 - Nearby medical facilities
 - Traffic control points;
 - Helicopter landing zone(s);
 - Primary and secondary evacuation areas, and rally points for students and faculty and student pick-ups;
 - inner and outer perimeters; and
 - ingress and egress routes.

Consultant will create two (2) versions of the CIRP project. The versions shall consist of one (1) OPD version and one (1) Public View version. The OPD version of the CIRP will include Departmental publications on the following topics and will not be available to the general public.

- Response to a School Crisis
- Risk Assessment & Operations Plans
- Tactical Operations Team
- Patrol Rifle Program
- Other publications to be determined.

Consultant shall provide the District with 70 compact disks of the Public View version of the completed project.

Consultant shall provide the District and OPD (Field Support Division commander) with written monthly status memorandums regarding:

- Work Completed
- Milestones reached
- Work/milestones to be completed in the next reporting period; and
- Resource issues, if any.

End of Appendix A