

# OAKLAND CITY COUNCIL

OFFICE OF THE CITY ATTORNEY  
*[Signature]*  
OAKLAND City Attorney

RESOLUTION No. 78907

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, NOV 16 2004, 20\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- ~~BROOKS~~, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE - 7

NOES- ~~0~~

ABSENT- ~~0~~

ABSTENTION- ~~0~~

*excused - Brooks - 1*

ATTEST: *[Signature]*  
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