

CYPRESS FAIRBANKS

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Emergency Management

District Safety & Security Committee

Spring Semester Meeting Minutes

Location: Berry Center/Panther Room

Date: Tuesday, July 19, 2022

Time: 1:00 PM

Attendees:

Janice Owolabi	Derrick Crowder	Kristen Indiero
Jessie Carroll	Eric Mendez	Scott Hudson
Brandon Blount	Jose Martinez	Luis Cerro
Mary Hestand	Irene Ruiz	Ify Ogwumike
Richard Baker	Traci Schluter	Amy Ramon
Michael Bunn	Tammy Blankenship	Andrew Bailey
Blake Coleman	Kathryn Vasquez	Leslie Francis
Grant Burnett	Mario Flores (Jermaine Goodwin)	James Costello
Joe Duke	Joel Weckerly	Tom Jackson
Michelle Pastorek	Linda Hudgins	Julie Hinaman
Cheryl T. Henry	Charles Hoover	Mark Henry
Bevin Gordon	Matt Morgan	Teresa Hull
Sarah Harty	Rhoshanda Miller	Roy Garcia
Lynn Blakeslee	Charita Franklin	

Welcome and Introductions

The meeting was called to order by Scott Hudson at 1:10 PM.

Mr. Hudson welcomed attendees and reviewed the meeting's agenda. He explained that at a point, the meeting would go into closed session at which time the members of the media and public would be excused and allowed to rejoin when the closed session ended. Mr. Hudson requested opening remarks from committee members. Dr. Mark Henry welcomed everyone and thanked them for attending. Chief Eric Mendez welcomed everyone to the meeting, thanked them for attending and requested active feedback from committee members as we review our plans and procedures.

Mr. Hudson called for a motion to approve the previously distributed meeting minutes from the District Safety and Security Committee Spring Meeting held on March 29, 2022. Lynn Blakeslee motioned, and Chief Mendez seconded to approve the minutes as presented. Motion passed.

Committee Member Reports

Mr. Hudson asked the committee members if they had information or concerns to report. There were no committee member reports.

Discussion Items

Safety and Security Measures Review

Mr. Hudson reviewed the Safety and Security Committee composition and responsibilities, prevention, layers of security, identification and intervention, crisis response and the trainings available through CFPGS (Cy-Fair Profession Growth System). Chief Mendez pointed out the use of lockdown buttons on all campuses which notifies CFISD Police Dispatch. Dispatch would then notify other agencies as needed. Board Vice-President Julie Hinaman suggested that we need to share maps of schools with neighboring agencies. Mr. Hudson stated that is being done with Cy-Fair Fire Department as a pilot and the plan is to share the information with other public safety agencies prior to the start of the school year. Mrs. Hinaman also suggested that the new suicide hotline (988) be provided on the back of student badges and that a texting option be developed. Lynn Blakeslee stated that the district would benefit from additional Mental Health Officers as we only have two. Chief Mendez responded that over 50 of the 116 Officers are certified mental health officers.

TEA School Safety Letter Review

Mr. Hudson stated that the letter from TEA School Safety was released on June 30, 2022. At the beginning of June, Governor Abbott charged the TxSSC and TEA with directives to support the safety and security of public schools. Local Educational Agencies are required to respond to a survey by TxSSC to certify action items have been completed by September 1, 2022 with the survey deadline being September 9, 2022.

The action items include conducting summer targeted partial safety audits on all instructional campuses and exterior door safety audits. The LEA is required to convene the Safety and Security Committee to review the multi-hazard emergency operations plan (EOP), and the Active Threat Plan. The LEA is required to ensure that all campus staff, to include substitutes, are trained on their specific district and campus safety procedures and that all threat assessment team members are trained. The LEA is required to schedule all mandatory drills for the school year and review and, if necessary, update access control procedures to include exterior door sweeps at every instructional campus.

The Office of Emergency Management is currently auditing exterior doors and has scheduled all mandatory drills for all schools for the 22-23 school year in the Navigate360 platform. During the meeting today, the committee will review and provide feedback for 2 revised and 3 new annexes. Blake Coleman suggested that students need training on not opening doors for anyone. Chief Mendez interjected that we have installed exterior door prop alarms at our high schools and the remaining campuses will be operational prior to starting the school year.

- Tom Jackson asked about random external door checks by community members. Mr. Hudson said we would follow up at the August 30, 2022 meeting.

Safe and Supportive School Program and Threat Assessment Training (SSSP)

Tracy Schluter, Director of Psychological services reviewed the program that was introduced in the 86th legislative session in 2019 when Governor Abbott signed SB11 directing each school

district to establish a safe and supportive school program (SSSP) and team with a focus on prevention, mitigation, and intervention. Dr. Wes Baker reviewed the SSSP components of promoting a positive school climate, building multi-tiered systems of support, conducting behavior threat assessments, ensuring staff are well-trained, collecting data, and supporting emergency planning and execution. Dr. Michelle Pastorek stated that CFISD modeled behavior threat assessment guidelines after the *Comprehensive School Threat Assessment Guidelines (CSTAG)* by Dewey Cornell. Due to the size of the district, there are campus-based teams and starting in the 22-23 school year there will be Threat Assessment Leads who will lead the teams, receive training on CSTAG and the Navigate 360 software, consult with the Assistant Principals on the reintegration process, and will be the contact with MHIT immediately after a threat assessment. She pointed out that training had already begun and there were more scheduled training sessions. The district implemented the use of Navigate 360 Behavioral Threat Assessment Case Manager in the 2021-2022 school year to support tracking threats and date collection. TEA will require each campus to report their own data starting in the 2022-2023 school year.

At this point in the meeting, there was a motion to go into a closed session made by Lt. Jessie Carroll. The motion was seconded by Lynn Blakeslee. There was no discussion and the meeting transitioned into the closed session. Member of the media and general public were requested to leave the meeting and they would be allowed to rejoin once the closed session was finished.

Annual Emergency Operations Plan (EOP) Review

Items for review and approval were:

- Functional Annex E: Health and Medical (Revision)
- Functional Annex L: Evacuation (Revision)
- Functional Annex Q: Special Education (SPED) Support
- Hazard Annex G: Complex Coordinated Terrorist Attached (CCTA)
- Hazard Annex H: Active Threat Annex

Functional Annex E: Health and Medical

Bevin Gordon addressed the revision stating that CKD required bleeding control education for Police officers, nurses, athletic trainers, health services teachers, crises response teams and annual training for students in grade seven and above. Emergency Management and Health Services has worked together to develop a plan for offering the training to staff, students, and the community.

Functional Annex L: Evacuation

Mr. Hudson presented weather matrices for Berry Center and Ken Pridgeon stadium showing various threats and responses to each. These matrices are included in the standard operation procedures for each of the stadiums.

Functional Annex Q. Special Education (SPED) Support

Mr. Hudson highlighted the Special Education Programs in the district and outlined areas of consideration for students with special needs during an emergency. He pointed out that the district has 1,300 special ed students age 3 thru 21 and introduced a logo that will be affixed next to doors of designated primary special needs classrooms as a subtle identifier to first responders.

Further, he presented the Actions by Phases of Emergency Management including Mitigation, Preparedness, Prevention, Response and Recovery. The Office of Emergency Management in coordination with CFISD Special Education Department will develop and maintain this annex along with conducting annual reviews and updates as needed. Chief Ramon requested a copy of the Emergency Responder Quick Guide.

Hazard Annex G: Complex Coordinated Terrorist Attack (CCTA)

Mr. Hudson presented and discussed mitigation, prevention, preparedness, response and recovery from a CCTA. He presented appendices with Actions and Phases of Emergency Management, Assignment of Responsibilities, Direction and Control, and Readiness Levels, as well as Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE). Annex G will be developed, reviewed and updated by the Office of Emergency Management annually or as needed.

- Tom Jackson commented that there may be a need to develop a method of mass notification in coordination with the MUD districts should we need to contact large groups of people in emergency situations.

Hazard Annex H: Active Threat Annex

Mr. Hudson identified and discussed the following threats as high priority: Shooting, Stabbing and Blunt Force Trauma, Bomb Threat, and Vehicular Assault/Ramming. He provided an overview and discussed the threat assessment team, detecting suspicious activity, safety in portable instructional buildings, and access and functional needs. Jose Martinez asked if we have cameras inside portable buildings. The answer is no, but we do monitor the exterior of the portable buildings with cameras.

- Psychological services requested to be added to the Prevention section of the Active Threat Annex.

Mr. Hudson presented an organizational chart illustrating designation of an Incident commander for an active threat incident. He discussed the Actions and Responsibilities Tables showing the appropriate actions and the responsible parties during the various phases of emergency management.

Action Items

Consider adoption of the Functional and Hazard-Specific Annexes of the District's EOP. Mr. Hudson stated a motion was needed to approve the revised or new annexes. Chief Mendez asked if the vote was to approve as presented or to be amended. Mr. Hudson confirmed the approval was as presented with an opportunity to revisit any annexes that needed additional revisions. Those annexes are to be reviewed and have final approval at the Special Called Meeting on August 30th. There was a motion to approve as presented by Tom Jackson and seconded by Lynn Blakeslee. Motion passed.

Good of the Order

Future meetings were announced but are subject to change:

- Special Called Meeting, August 30, 2022

- Fall Semester, November 29, 2022

Closing

Mr. Hudson thanked everyone for attending. Chief Mendez motioned to adjourn the meeting. Meeting adjourned at 3:20 PM.