



School/City Liaison Committee Summary Minutes



School/City Liaison Committee Meeting Wednesday, May 23, 2007

8:15 AM to 9:30 AM
Palo Alto Unified School District Office
Conference Room A
25 Churchill Avenue
Palo Alto

In Attendance:

City of Palo Alto

Bern Beecham, City of Palo Alto
Larry Klein, City of Palo Alto
Emily Harrison, City of Palo Alto
Dan Firth, City of Palo Alto Fire
Lynne Johnson, City of Palo Alto Police
Dennis Burns, City of Palo Alto Police
Kelly Morariu, City of Palo Alto

Palo Alto Unified School District

Barb Mitchell, Board Member
Mandy Lowell, Board Member
Jerry Matranga, Chief Business Officer
Kathy Durkin, Manager, Auxiliary Services

Handouts: All handouts can be viewed at 25 Churchill Ave.

Meeting convened at 8:15 a.m.

1. Oral Communications:

Alison Cormack said it was publicly indicated there would be a construction bond placed on the ballot in 2008 possibly in June. She strongly encourages the City School Liaison Committee to use its June meeting to create ways for the City and the District to coordinate their messages and perhaps a campaign. Ms. Cormack said the community would like the City and the District to get the funds they need for facilities and she believes this committee is the key to that beginning. Ms. Cormack said it would be heartening if the elected officials referenced all the infrastructure needs each time they speak publicly and informally. The core of the message for both sets of bonds is that the buildings need to be refurbished or replaced. Ms. Cormack said this is a pretty straightforward message that could be used when asked about any of the measures. This is the time for education and while none of the construction plans are finalized in detail, we all know enough to begin the ground work.

2. Approval of Minutes from March 28, 2007

Ms. Lowell moved to approve. Mr. Klein seconded. Minutes approved 2-0.

3. City/School Cooperation in Disaster Preparedness:

Mr. Matranga said the City and School District have been working closely in terms of emergency and disaster preparedness. Mr. Matranga said Kelly Morariu with the City and Kathy Durkin with the District have put together a presentation on emergency preparedness.

Ms. Morariu said she has been working on disaster preparedness efforts and with the District on several other efforts. One of the major work efforts in the past year has been to revise the City's emergency operations plan. Ms. Morariu said they have completed a draft and it has been heard by the Policy and Services Committee and will be returning to the Policy and Services at the end of June and hopefully getting the plan adopted by City Council by July.

Ms. Morariu said additionally the City has been working on developing an enhanced community notification system. Ms. Morariu said they are particularly looking at how the City can work with the neighborhoods. The City will be replacing our community alerting and notification system this summer. Another major effort is the Palo Alto/Stanford Red Ribbon Task Force. It's a group of stakeholders looking at disaster preparedness throughout the community and how we as a community are prepared for a disaster.

Also, the City is participating in the Golden Guardian drill this fall, which is usually held in November. It's an opportunity for the City to test its communication systems. Ms. Morariu said they will be working with the Red Ribbon Task Force this year to try an integrate community response and the City's police, fire, public works, and

utilities responses. They will be looking at ways to partner up with some sectors of the community, particularly neighborhoods, and the business community and testing preparedness in that respect.

Ms. Morariu said one of the other major efforts the City has been working on over the last year, is the pandemic preparedness plan Linda Lenoir from the District has been participating as part of the City working group on pandemic. They did three community presentations with medical professionals from the Palo Alto Medical Foundation to inform the community about what they can do as residents to prepare themselves. Ms. Morariu said they have been working to finalize the City preparedness plan on how to respond to a pandemic emergency.

Ms. Durkin said last year the District put in all new tuff sheds for emergency equipment and placed all new supplies in all of them. Ms. Durkin said they have supplies for 400 in the elementary schools and 800 in the high schools for 72 hours. Ms. Durkin said she worked closely with Barbara Cimino of the city to make sure they had all of the right supplies and what we needed. They have purchased all new medical bags. Ms. Durkin said they have a sustainability program and every summer she has a person go out to the tuff sheds to inventory and take out all the expired items. Ms. Durkin said they are working with the school principals to help develop their SB187 plan which is their comprehensive safety school plan. Ms. Durkin said the District started their NIMS training which is the National Incident Management System. Ms. Durkin said they have trained all the administrators, Terman middle school and next year they will be training all school site staff. Ms. Durkin said they have done a training at Barron Park Elementary for search and rescue only. Ms. Durkin said they are also looking into better communications systems because what they have is outdated.

Ms. Durkin said they are developing enhanced methods for communication between the City, EOC and school principals. Ms. Morariu said they are working with Sheryl Contois, coordinator of police technical services to plan how they will coordinate with school principals in the event of a disaster to get notification out.

Ms. Durkin said they work closely with the police department and conducted Code Red training for all their school staff. Code Red training is the training for schools to know what to do in a lockdown situation. Ms. Durkin said all staff has been trained and they have done drills at two middle schools and one will take place next week on Tuesday at 10:30 a.m. Ms. Durkin said they have discussed with Sgt. Wong about setting up the drills for the elementary school sites and they will be scheduling those for next year.

Mr. Pearne said ACAMS is a program in conjunction with the City police department. Mr. Pearne said if there is a situation at one of their campuses, the police could pull up on their computer the site map and who are the principals and their telephone numbers. Mr. Pearne said they have a person from the district that volunteered to be the contact person. Mr. Pearne said they have been working with Officer Scott Savage on the program.

Ms. Durkin said with the City's help they have regular PANDA training every Wednesday from 2-4:30 p.m. for District personnel. They have 54 PANDA-trained school personnel, including teachers, custodians, District office personnel, maintenance, and landscapers. Ms. Durkin said PAUSD staff will continue to participate on the Emergency Preparedness Steering Committee with the City.

Ms. Morariu said additional future efforts under consideration are looking at the Gunn High School library as a potential alternate emergency operations center. They just learned it doesn't meet essential facilities standards but that doesn't mean it can't be used in a non-seismic emergency. Ms. Morariu said District staff and City staff will be putting together some proposals and analysis and bringing those to City Council and the Board. Ms. Morariu said one other thing they will be looking at is helping the District getting the operations center fully equipped and Barbara Cimino from EOS will be working with the Ms. Durkin to ensure that the District has what a standard EOC has. Ms. Morariu said there is also an interest in continuing PANDA training to District staff and incorporating District staff in future City drills.

Ms. Johnson said the new communications system has all sorts of capabilities that the City has not had. It has the capacity of making 22,000 calls a minute, but more importantly it has the capability of identifying special groups. Ms. Johnson said it will be web based and individuals in the community can be notified through cell phone number, land line number, text messages, and email whichever they choose. Ms. Johnson said they will then have the ability to identify special groups, e.g. Palo Alto High school student cell phones or teacher cell phones would all be under the Palo Alto High School group. Ms. Johnson said the system also has the capability of performing surveys. Ms. Johnson said they will go to City Council in July for approval of the system.

Mr. Beecham asked how they get the data and keep it updated. Ms. Johnson said it will be up to individuals to update the information; they will be able to go online and enter the data and will be responsible of updating the data. Ms. Johnson said they will do annual updates on government facilities.

Ms. Lowell asked if there was a liaison way of communicating with Los Altos Hills about this project. Ms. Johnson said they will look into that.

Ms. Lowell asked if there is any area you would like to bring to our attention or anything they would like the District to do in terms of community awareness. Ms. Harrison said one challenge is in the event of an emergency parents want to pick up their children right away when there is panic. City staff would really welcome the partnership with the District on how that could be best addressed and getting the inventory on the students on site. Ms. Durkin said all of their sites have parent unification spots where they could check out their child; this is part of the drill. The person that checks out the child does have to be on the emergency card. Ms. Durkin said this is something they haven't really practiced and it will be something they will probably be doing.

Ms. Lowell said if the City would like to place a notice on the PTA newsletter for the schools, Ms. Durkin could assist in doing that.

Ms. Mitchell asked if there are any areas relating to children and schools that we haven't quite worked through either in communications or emergency services? Ms. Morariu said pandemic would be one. Ms. Morariu said there is an order from the county health officer to shut down the schools in the event of a pandemic and what do we do with all the kids and how do we support the parents that can't go to work because their children are home. Ms. Morariu said it's one area she feels they still need to work on. Ms. Johnson said they will need to do some actual exercises with parents and kids as to what to do in case of an emergency.

Ms. Mitchell asked is it dependent on us to have the ability to send a message? Ms. Johnson said yes. Ms. Johnson said they will have to have the capability of sending the initial message out and that's where the EOC and a new public safety building will indefinitely come into play.

4. Future Meetings and Agenda Items:

20 year Facility Master Plan

Energy Management

Meeting adjourned at 9:10 a.m.