

*Public Safety Academy - Boardroom*

**Task Force Members:**

Richard Evans, Craig Roberts, ~~Senator Betsy Johnson, Representative Jeff Barker,~~  
Eriks Gabliks, Dave Novotney, Lindsey Capps, Heidi Moawad, Geoff Spalding, Ted  
Kunze, Craig Roberts, Susan Graves, Peggy Holstedt, Matt Utterback, Reed  
Schwalbach, Mindy McCartt

**Guests:**

Elisa Crebs, Tom Worthy, Claire McGrew, Jim Strausshoffer, Kevin McDonald,  
Scott Winegar

**Meeting Notes:**

1. Welcome- Craig Roberts
  - Officially opened the meeting
  - Approved November and February meeting minutes
  
2. Subcommittee on Terminology- Eriks Gabliks
  - Subcommittee's recommendations
    - Lockdown – Used in a situation to quickly **ensure** secure school staff, students, and visitors in the rooms away from immediate danger
  
    - Lockout – Used in a potentially dangerous situation outside of the school, school's exterior doors are locked (may be combined with a lockdown)
  
    - Shelter in Place – to take immediate shelter where you are and isolate your inside environment from the outside environment
  
    - Evacuate – Remove from a place of danger to a safe place
      - i. These definitions are the standard. A specific school district can drill down to make more specific, but this is high-level definition for statewide use.
      - ii. Sue Graves would like to change ensure to secure. Ensure is a legal liability word.

- iii. Sue also suggested that we exclude the word lockdown because it is likely to cause confusion since it already has multiple uses/meanings in schools.
- iv. Peggy would like to leave the word lockdown in. If we don't have lockdown, lockdown will have several different meanings.
- v. Geoff added to keep it in.
- vi. Dave agreed.
- vii. Rich added that we all will not always agree, but we do need to move forward with the best options.
- viii. Motion to vote on the four key terms with the change of Lockdown definition (ensure to secure).
- ix. Reed also brought up that would we should not only have adopted terms but ensure their use in statewide standard protocols.
- x. Terms have been passed with all yeah and one nay
- Discuss next steps
  - i. Subcommittee noted that some more work needs to be done on the law enforcement side regarding active shooter terminology, but should not be added to this group's work, as it is not specifically related to school incidents.
  - ii. Eriks believes that the work of his subcommittee is done.

### 3. SB 869

- This was a bill that Senator Girod adopted based on a previous promise to Sherriff Roberts. However, since this taskforce has been moving forward he is going to be pulling the bill.

### 4. Standard Statewide Protocol- Web Resources

#### Proposed Web Resources

Rural Consortium Training Center: (we reached consensus)

<https://www.ruraltraining.org/>

Readiness And Emergency Management For Schools: (we reached consensus)

<http://rems.ed.gov/OverviewEmergencyOperationsPlans.aspx>

Emergency Management Institute – FEMA: (we reached consensus)

<http://training.fema.gov/emi.aspx>

Energetic Materials Research & Testing Center: (we reached consensus)

<http://emrtc.nmt.edu/>

I Love U Guys Foundation: (no consensus – 2 to 1 vote)

<http://iloveuguys.org/>

Additional web based resources for consideration, such as...

Office of State Fire Marshal - Do The Drill:

[http://www.oregon.gov/osp/SFM/docs/yfpi/do\\_the\\_drill\\_2011.pdf](http://www.oregon.gov/osp/SFM/docs/yfpi/do_the_drill_2011.pdf)

Guide for Developing High-Quality School Emergency Operations Plans:

[http://rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf)

Oregon Department of Education: (the site needs to be updated...several resources seem to be outdated)

<http://www.ode.state.or.us/search/results/?id=372>

- Dave Novotney suggested that the proposed web resources and additional resources be adopted. This is trying to be inclusive of all school districts. Some schools are using REMS and some are using I love u guys. This group should make it clear that no matter what resource you use, we make the above key terms the standard.
- Rich-This will allow that schools that currently have plans will only have to do minimal work to add in the 4 key terms.
- Reed- In addition to the terms, we would like to see some common language for the collaboration of communities.
- Reed suggested that we here from some more nonprofits before we move forward with the current list.
- Dave suggested that we move forward with the list, but further down the line we could continue to work with adding resources.
- Heidi made the recommendation that the group move forward with the first four group with further discussion around I love you guys.
- Geoff asked what is the expectation of this list.
  - i. These are not going to be a mandate, but just a resources guide.
  - ii. Whichever one is used this task force would like to make sure that the four key terms are utilized.

- Motion to move the resources forward with no mandate of use but these are recommendations. Motion to adopt first four resources on the list approved.
- Discussion around the remainder of the list:
  - i. Eriks moves that we adopt the I love you guys as a recommendation
  - ii. Susan asked why we have to include I love you guys.
  - iii. Rich added that I love you guys is already in use around the state and by some law enforcement.
  - iv. Updated I love you guys documents changed the ability to modify language.
  - v. Question around the I love you guys language and fire codes.
  - vi. Eriks added that these resources are going to be updated and the task force will not always know what has been changed. It does make him comfortable that the schools insurance companies promote the I love you guys.
  - vii. Moving forward with a vote to include I love you guys to the web resources. Passed with 2 nays.

Do the Drill discussion- Claire McGrew

How the document came to be:

- Collaborative partnerships + Shared Vision (Safe Schools) = General Guidance document not a risk management plan
- Designed as a tool for a School Drill Document

Original intent:

- “Do the Drill: A School Resource Guide to Evacuation Planning”, developed in 2010 has been used by schools throughout the State of Oregon. Having been developed as a multi-agency document dealing with emergency evacuation procedures it provides for a consistent format (messaging) and delivery.

Distribution:

- The publication been provided to schools, Special Districts Association of Oregon/PACE, Each member of the Oregon School Resource Officers Association (OSROA), All Oregon Fire Chiefs and Marshals each year since 2010. To every school (including charter) superintendent and principal as part of the “Report School Fire” packet since 2011, To each attendee at the Oregon School Board Association Conference (2012) and the Oregon School Board Secretaries (2013).

- It is a reference evacuation document on the Oregon Department of Roots:

- ORS 336.071 requires schools to spend at least 30 minutes in each school month instructing students on fire, earthquake, and where appropriate tsunami dangers and drills. In addition to the monthly fire drill, schools must conduct at least two drills on earthquakes each year. Schools in coastal regions must conduct at least three drills on earthquakes and tsunamis.

Partners:

- Partners provided the committee with information about conducting specific drills.
  - The Oregon Fire Marshals Association
  - Oregon Emergency Management
  - Oregon School Resource officers association and
  - Special Districts association of Oregon
  - PACE Property and Casualty Coverage for Education
  - Oregon Department of Education
  - Local Emergency Planning Committees
- Eriks added that Claire and her staff agreed to incorporate the new terminology into this documents next revision.
- Motion moved to vote on the 3 additional web resources. Heidi suggested that we ensure that the ODE website updates its information. Vote to include the web resources. Passed unanimously.
- Mindy will send out the language to be added to the web resource list for group consideration.
- Sheriff Roberts thanked the members of the subcommittee for their work and dissolved the group as it had concluded its work.

#### 5. Massachusetts's Task Force Document- Craig Roberts

- School Safety Summary discussion around what type of report are we going to be presenting.
- Reed pointed out the importance of collaboration, communication and guidance.
- Heidi added that the prevention section of this document is more of a difficult task. Once this group has come up with this deliverables set forth by the house bill, there may be room to work more closely on the prevention side.

- Peggy added that the house bill might not be broad enough to add the prevention piece (tip line, positive school climate, etc.)
- Heidi wanted to gauge the room to see if this task force would like to take up that task as well.
- Eriks agreed with moving this task force forward with working toward the prevention side.
- Peggy talked about PACE day on April 24 they will be talking about recovering.
- Geoff added that student threat assessment is a huge piece of what this Task Force could do.
- Mitch is now working with Salem-Keizer school district threat assessment team to see how ODE can expand that program statewide. ODE wants to make sure that they drive the message around helping all school districts to engage with their local law enforcement partners to create a student threat assessment programs. ODE is looking at the Salem Keizer program to be the model.
- Heidi recommends that we add prevention to the report that goes out to the legislature. (Tip line, Student threat assessment, etc.) Heidi is going to email Rich and Craig the list of people that she has been talking to.
- Heidi suggested that for the May meeting we add the prevention piece and bring in resources to talk to this group.
- Craig suggests that he sits down with Heidi to see what the final document should look like.
- Dave really likes the format of the Massachusetts document and it resonates with him. We should provide enough meat for school districts to make choices. We should start with the recommendations and resources.
- We should focus on a guidance document. Craig volunteered to come up with a rough draft outline, for this group to review at the April meeting.
- Peggy suggested that once the outline is written, we could build workgroups around each section.
- Craig reemphasized with the importance of the collaboration and communication piece.
- Heidi added that their needs to be a central repository to collect all draft comments. Those comments will then be collected and brought back to this group for decisions.

- Dave made the point that this document will also help drive where this taskforce needs to do more work.
  - Geoff asked the question about would our recommendation from this group include a prioritization and how we want the money to be spent.
  - Heidi thought we could do a funding prioritization or just a further suggestion.
  - Rich made the point that it will be better to present a report with our recommendations and why we feel they are beneficial and let the legislation decide what they want to move forward and how they want to allocate the resources.
  - Craig asked about timeframe and how do we get in front of legislator.
  - Rich does not feel that we will be ready to go in front of this session. Heidi reminded the group that we have until the October 1, 2015. We should shoot for this deadline.
6. Legislative Bill Update- Reed Schwalback and Peggy Holstedt
- The only bill that they saw that affects this group is HB 2661. Peggy and Reed suggested we recommend the addition of the language “to include but not limit” lockdown and possibility of adding the terms that we just adopted. Betty Komp is the lead.
  - Mitch will be taking the recommended HB 2661 language forward.
7. RFI Update- Captain Tom Worthy
- The request for information (RFI) was posted on Friday February 13.
  - The RFI submission deadline was Friday March 13.
  - We had 7 submissions
  - Our contractor is running a quantitative analysis on all 7 submissions
  - Based on that analysis, the subcommittee will be creating a presentation for the Task Force at the April meeting. This presentation will be an overview of the analysis with pros/cons, cost and viability.
  - With this presentation, we are hoping that the Task Force will then vote to move forward with a request to the legislature on moving forward with and (RFP)
  - Question is to possibly get out the analysis to the group prior to the April meeting for review so the Task Force and be prepared for Q&A.
8. Next Steps
- Video of School Guard was shown

- Rich summarized common terms, school plans, RFI moving forward, Mitch working on the prevention piece, but we would like to vote on moving forward on a tip line. Rich is willing to move forward with an RFP to get a tip line started. We should spend just as much time on moving forward with a tip line as we are spending on an RFI for the database. What we need from this group is the wants list and parameters for a tip line.
- Dave added his concerns about the RFP process and how long it could take. He asked if we could go outside the OSP ownership so we do not have to go through the RFP process.
- Mitch suggested that OSP does not have to be the sole owner of this. He suggested that ODE could also assist with cost.
- Craig asked Heidi if there is a process to request and emergency clause that this group could ask for.
- Heidi suggested that there really is not a way.
- Eriks suggested that we could do business with another entity and do an intergovernmental agreement. If PACE or a county/city entity did the lifting we could just do an interagency agreement to get this done.
- Mitch and Craig will also go back to their procurement folks to discuss possibility.
- Group voted to move forward with the tip line with the emphasis on sustainability. Voted and approved.
- Jim Strasshofer presented Future concepts during open public testimony. They are using it in Jackson County. It is a very robust and high tech system.
  - i. Susan discussed the affordability as well as the size of the smaller law enforcement partners not being able to manage the system.
  - ii. Jim discussed a smaller scaled down system could be available.
  - iii. Question around working with existing cameras and yes they do tap into existing camera systems.
- Eriks will be sending out the terminology update to the group with the changed word.
- Susan asked the group about this taskforce make a suggestion to update the ORS language around having a concealed handgun truly concealed.
  - i. Heidi added the universal background check bill. This taskforce might not be the avenue to get legislation, but suggested that the Superintendent (school) move through the local senator.

- ii. Rich echoed the fact that there would be a greater impact if the school superintendent went through their local senator and representative.
- US department of education just released the online tool that helps schools build online protocols. She would like to present at the next meeting (15 to 20 minutes)
- Reed added some comments from her students. Friends and locked doors help them feel safe. Bullying and gang violence was high on the concern of students.
- Craig added information around a drug and alcohol program he participated in. He sat down with seven women and each of them talked about how they each had abuse in their past which started when they were each in high school. Each of these women had attempted suicide at some time in their life. The take away was early prevention and long-term counseling. Clackamas County is offering scholarships to any school counselors free tuition to the April 21-24 conference. For more information, contact Elisa.
- Recap: Rich is following up on tip line, RFI presentation at next meeting, rough outline of report for next meeting, HB 2661 follow up by Mitch and Susan is going to present the US Dept. of Education toolkit.
- Dave noted and verbally thanked OSP for stepping up to move the tip line forward, Clackamas County for volunteering to write the draft report and ODE for stepping up on the moving forward on the threat assessment statewide program.